Hello and welcome to the Bachelor of Social Science.

If you are a new student – congratulations you have made a great choice – and if you are a continuing student – I hope everything is going well for you in your studies. And for all of you, I hope 2012 shapes up to be a great year.

The Bachelor of Social Science (BSocSc) is the degree for people who want to understand – not just on the surface but also at a deeper level – how society and its institutions impact on people. This orientation to social analysis is grounded in the core of the degree – which involves studies in areas such as sociology, politics, Indigenous world views, psychology and ethics – and is then developed further in the majors that you select. Importantly, the emphasis shifts in these majors towards how you, personally and professionally, can initiate change based on your social understanding. You can choose to focus on studies in social welfare, government and social policy, counselling, and community development.

We have a fabulous line-up of lecturers and tutors teaching into the Bachelor of Social Science this year. Our staff come from diverse disciplines and backgrounds – such as sociology, political science, community welfare, social work, nursing, counselling and community development – and this adds enormously to the diversity and richness of the degree and your learning experience. They are actively involved in community activities and research and you can find out more about them here: http://www.scu.edu.au/schools/sass/staff.php. We are also very fortunate to have a number of sessional staff teaching into the program. Most of these colleagues are employed in the areas where our graduates work (e.g. community agencies or government departments) and thus are able to transfer their everyday practice experience directly into their teaching. We also have a great Student Liaison Team supporting us – and you – and they can be contacted via isass@scu.edu.au.

We're always trying to do things better in the BSocSc so I encourage you to complete the evaluation of your units each session and to get in touch with staff if you have any queries or concerns. In terms of first year experience, the BSocSc has rated very well in recent years (in 2010 the BSocSc was rated fourth in the University for overall program enjoyment) and we want to make sure that this is maintained.

This Course Enrolment Guide should be your first port of call if you have any questions regarding the program. Please read it carefully, paying particular attention to the enrolment information. Please also read carefully the Unit Information Guides for each of your units and regularly check your Blackboard sites and student email account. Good luck!

Best wishes

Mark Hughes
Associate Professor (Social Welfare)
Course Coordinator, Bachelor of Social Science
# Contents

**How to use this guide**

**Part One: Course and Enrolment Information**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course overview</td>
<td>1.1</td>
</tr>
<tr>
<td>2012 Course Rules</td>
<td>1.2</td>
</tr>
<tr>
<td>Choose units to study</td>
<td>1.3</td>
</tr>
<tr>
<td>Course structure</td>
<td>1.3</td>
</tr>
<tr>
<td>Unit Availability Table</td>
<td>1.3</td>
</tr>
<tr>
<td>Part A - Core units</td>
<td>1.4</td>
</tr>
<tr>
<td>Part B - Specialist majors</td>
<td>1.4</td>
</tr>
<tr>
<td>Part C - Advanced specialist majors</td>
<td>1.7</td>
</tr>
<tr>
<td>Mode of study</td>
<td>1.9</td>
</tr>
<tr>
<td>First year unit progressions</td>
<td>1.9</td>
</tr>
<tr>
<td>Mid year entry</td>
<td>1.10</td>
</tr>
<tr>
<td>Mid-year progression recommended enrolments</td>
<td>1.10</td>
</tr>
<tr>
<td>Map your study plan</td>
<td>1.11</td>
</tr>
<tr>
<td>Enrol in units using My Enrolment</td>
<td>1.12</td>
</tr>
<tr>
<td>Access the Unit Learning Site(s) in MySCU</td>
<td>1.12</td>
</tr>
<tr>
<td>Register into Classes</td>
<td>1.13</td>
</tr>
<tr>
<td>Orientation</td>
<td>1.13</td>
</tr>
<tr>
<td>Major descriptions</td>
<td>1.14</td>
</tr>
<tr>
<td>Unit descriptions</td>
<td>1.15</td>
</tr>
<tr>
<td>Core units (compulsory)</td>
<td>1.15</td>
</tr>
<tr>
<td>Specialist majors</td>
<td>1.16</td>
</tr>
<tr>
<td>Advanced specialist majors</td>
<td>1.21</td>
</tr>
<tr>
<td>Other important information</td>
<td>1.26</td>
</tr>
<tr>
<td>Articulation pathways</td>
<td>1.26</td>
</tr>
<tr>
<td>Accreditation with professional bodies</td>
<td>1.26</td>
</tr>
<tr>
<td>Field education</td>
<td>1.27</td>
</tr>
<tr>
<td>Criminal record checks</td>
<td>1.28</td>
</tr>
<tr>
<td>Information for distance education students</td>
<td>1.28</td>
</tr>
<tr>
<td>Students in Correctional Centres</td>
<td>1.28</td>
</tr>
<tr>
<td>Textbook list</td>
<td>1.28</td>
</tr>
<tr>
<td>SASS Student Centre Site</td>
<td>1.28</td>
</tr>
<tr>
<td>Helpful hints</td>
<td>1.28</td>
</tr>
<tr>
<td>Tutor details</td>
<td>1.28</td>
</tr>
<tr>
<td>Assessments</td>
<td>1.29</td>
</tr>
</tbody>
</table>
Part Two: Administrative and General Information ......................................................... 2.1

Fees ............................................................................................................................................. 2.1
Other related costs ....................................................................................................................... 2.3
Income support and the Three-Session Teaching Calendar .................................................... 2.3
Advantages of studying in Session 3 .......................................................................................... 2.3
Study load for International onshore students ....................................................................... 2.4
Census dates ................................................................................................................................. 2.5
Commonwealth Assistance Notices (CAN) ............................................................................... 2.5
Final date to enrol in unit/s .......................................................................................................... 2.5
Deferring studies ......................................................................................................................... 2.5
Advanced standing – recognition of prior work or study ............................................................ 2.6
Class timetabling ......................................................................................................................... 2.8
Class registration .......................................................................................................................... 2.8
Leave of absence ......................................................................................................................... 2.8
Variation to enrolment .................................................................................................................. 2.9
Withdrawing from a course or unit ............................................................................................. 2.9
Cross-institutional studies .......................................................................................................... 2.10
Course transfer ........................................................................................................................... 2.10
Further information about enrolment issues ............................................................................... 2.11
MySCU ......................................................................................................................................... 2.11
Textbooks .................................................................................................................................... 2.13
Study materials and Books of Readings ..................................................................................... 2.13
Turnitin ....................................................................................................................................... 2.14
Orientation and transition ......................................................................................................... 2.15
Beat The Stress Week .................................................................................................................. 2.15
Student Health and Support Services ....................................................................................... 2.15
Indigenous Australian Student Support .................................................................................... 2.16
University Library ...................................................................................................................... 2.16
Academic Skills Development Unit ........................................................................................... 2.16
Services for distance education students .................................................................................. 2.17
Information technology support ................................................................................................. 2.17
Early engagement and intervention support .............................................................................. 2.18
Examinations ............................................................................................................................... 2.18
Special consideration/special examination ............................................................................... 2.19
Grades and academic standing ................................................................................................. 2.19
How to use this guide

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](#).
   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

The Bachelor of Social Science is about you and your place in the world. It will help you to think critically about yourself, within your workplace, your local community and the global community.

Important issues of ethics and diversity are integrated into most of the units in the degree program, and there is a strong focus on encouraging you to find your own solutions to the many challenges facing people in the twenty-first century. It is an employment-oriented qualification offering flexible career choices while satisfying your need for stimulating and relevant course content.

The program has been structured to allow you as much flexibility as possible, enabling you to build a course of study specific to your needs and your chosen career path through either internally on a campus or distance education, or a combination of both whatever suits your current needs.

We want to make your journey through the Bachelor of Social Science as enjoyable as possible, however most students need extra support at some time. When you enrol in the Bachelor of Social Science you have access to a wide range of support services offered through the University to all its students. If you need any advice on how to access these services please make contact with the Student Liaison Team.
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. An online version of the Handbook is available online from the Southern Cross University website at www.scu.edu.au/handbook.

<table>
<thead>
<tr>
<th>Level of Award:</th>
<th>Undergraduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty:</td>
<td>Arts and Sciences</td>
</tr>
<tr>
<td>Academic Organisational Unit:</td>
<td>School of Arts and Social Sciences</td>
</tr>
<tr>
<td>Campus:</td>
<td>Coffs Harbour, Lismore, Tweed Heads – Riverside, Distance Education</td>
</tr>
<tr>
<td>Course Mode:</td>
<td>Internal/Distance Education</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

(a) To be eligible for the award of Bachelor of Social Science 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 and
   (ii) EITHER
         (A) two Specialist majors from Part B or
         (B) the Specialist Counselling major from Part B plus the Specialist Counselling major from Part C or
         (C) the Specialist Social Welfare major from Part B plus the Specialist Social Welfare major from Part C or
         (D) the Specialist Community Studies major from Part B plus the Specialist Community Studies major from Part C or
         (E) the Specialist Government and Policy Studies Major from Part B plus the Specialist Government and Policy Studies Major from Part C or
         (F) one of the Specialist majors from Part B plus one University Wide Major or
         (G) one of the Specialist majors from Part B plus eight (8) electives chosen from any undergraduate degree offered by the University.

(b) A candidate while enrolled for the Bachelor of Social Science, may elect to be awarded the Associate Degree of Social Science following withdrawal from the Bachelor degree. To be eligible for the award of Associate Degree of Social Science a candidate shall successfully complete not less than sixteen (16) units comprising:
   (i) all units listed in Part A of the Schedule of Units attached to these rules and
   (ii) one eight (8) unit major from Part B of the Schedule of Units.

(c) A candidate who, while enrolled in the Bachelor or Social Science, for personal reasons cannot meet the requirements for the award of a Bachelor of Social Science, may elect to be awarded the Diploma of Social Science following withdrawal from candidature for the Bachelor degree. To be eligible for the award of Diploma of Social Science a candidate shall successfully complete not less than eight (8) units comprising:
   (i) eight (8) units from part A of the Schedule of Units attached to these Rules.

4.2 Advanced Standing

Candidates who have completed the requirements for the Associate Degree of Social Science may be granted advanced standing of up to sixteen (16) units in the Bachelor of Social Science.
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 1.12 of this guide.

Course structure

For the Bachelor of Social Science you must complete twenty-four (24) units comprising:

- eight (8) Part A Core units and
- eight (8) Part B Specialist Major units and

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

- eight (8) Part B Specialist Major units from a second major
- eight (8) Part C Advanced Specialist Major units (from the same discipline as your Part B Major)
- eight (8) units in a University Wide Major choice (refer to the 2012 Student Handbook)
- eight (8) Elective units of your choice

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 (trimester and session) and separate schedules for undergraduate and postgraduate units.

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

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.
### Part A – Core units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295</td>
<td>Written Communication (ACWA - SW) (ACWA - CS)</td>
<td>anti-req: COM00334, EDU10235 &amp; EDU00220</td>
<td>1 &amp; 2</td>
<td>L, CH, THR, EXT (THR S1 only)</td>
</tr>
<tr>
<td>SOC00118</td>
<td>Introduction to Sociology (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>1 &amp; 3</td>
<td>L, CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>BHS00161</td>
<td>Interpersonal Communication (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>1 &amp; 3</td>
<td>L, CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>POL10244</td>
<td>Introduction to Politics (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>1 &amp; 3</td>
<td>L, CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>SOC10238</td>
<td>Ethics in Society (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>2</td>
<td>L, CH, THR, EXT (Fortnightly Classes)</td>
</tr>
<tr>
<td>BHS10241</td>
<td>Group Work (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>2</td>
<td>L, CH, THR, EXT</td>
</tr>
<tr>
<td>BHS11002</td>
<td>Introduction to Psychology II (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>1, 2 &amp; 3</td>
<td>L, CH, THR, ONL (3 ONL only)</td>
</tr>
<tr>
<td>CUL00401</td>
<td>Indigenous World Views (ACWA - SW) (ACWA - CS)</td>
<td></td>
<td>1 &amp; 2</td>
<td>L, CH, THR, EXT (1 L &amp; EXT only)</td>
</tr>
</tbody>
</table>

### Part B – Specialist majors

#### Specialist major – Counselling

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL10014</td>
<td>Interventions In Counselling</td>
<td>CSL00231</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC01123</td>
<td>Deviance in Society (ACWA - SW) (ACWA - CS)</td>
<td>SOC00118</td>
<td>1</td>
<td>L, THR, EXT</td>
</tr>
<tr>
<td>CSL10297</td>
<td>Issues of Protection (ACWA - SW) (ACWA - CS)</td>
<td>CSL00231</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>BHS30002</td>
<td>Abnormal Psychology (ACWA - SW) (ACWA - CS)</td>
<td>BHS11002</td>
<td>1 &amp; 3</td>
<td>L, CH, ONL (3 ONL only)</td>
</tr>
<tr>
<td>CSL00231</td>
<td>Counselling Theory and Practice</td>
<td></td>
<td>2 &amp; 3</td>
<td>L, CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>SOY10105</td>
<td>Introduction to Social Welfare</td>
<td></td>
<td>2 &amp; 3</td>
<td>CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>CSL10242</td>
<td>Grief, Trauma &amp; Crisis Counselling (ACWA - SW)</td>
<td>CSL00231</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL10243</td>
<td>Relationships Counselling</td>
<td>CSL10014</td>
<td>2</td>
<td>EXT (Compulsory Residential School)</td>
</tr>
</tbody>
</table>
### Specialist major – Social Welfare

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC00112</td>
<td>Social Policy (ACWA - SW)</td>
<td></td>
<td>1</td>
<td>THR, EXT</td>
</tr>
<tr>
<td>SOY10108</td>
<td>Advocacy &amp; Change (ACWA - SW)</td>
<td>SOY10105</td>
<td>1</td>
<td>THR, EXT</td>
</tr>
<tr>
<td>SOC01123</td>
<td>Deviance in Society</td>
<td>SOC00118</td>
<td>1</td>
<td>L, THR, EXT</td>
</tr>
<tr>
<td>SOC00107</td>
<td>Social Planning (ACWA - SW)</td>
<td></td>
<td>1 &amp; 3</td>
<td>THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>CSL00231</td>
<td>Counselling Theory and Practice (ACWA - SW)</td>
<td></td>
<td>2 &amp; 3</td>
<td>L, CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>SOY10105</td>
<td>Introduction to Social Welfare (ACWA - SW)</td>
<td></td>
<td>2 &amp; 3</td>
<td>CH, THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>SOC10296</td>
<td>Introduction to Community Studies</td>
<td></td>
<td>2</td>
<td>CH, EXT (Fortnightly Classes)</td>
</tr>
<tr>
<td>SOC10274</td>
<td>Non-Standard Lives: Work &amp; Family in Australia (ACWA - SW)</td>
<td>SOC00118</td>
<td>2</td>
<td>L, THR, EXT (Fortnightly Classes)</td>
</tr>
<tr>
<td>CSL10242</td>
<td>Grief, Trauma &amp; Crisis Counselling (ACWA - SW)</td>
<td>CSL00231</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>LAW00059</td>
<td>Welfare Law (ACWA - SW)</td>
<td></td>
<td>8 units</td>
<td>L, GCB, EXT</td>
</tr>
</tbody>
</table>

### Specialist major – Government and Policy Studies

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC00107</td>
<td>Social Planning</td>
<td></td>
<td>1 &amp; 3</td>
<td>THR, EXT (3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td>CSL00164</td>
<td>Consultation &amp; Participation</td>
<td>BHS00161</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>POL00005</td>
<td>Political Ideologies</td>
<td></td>
<td>1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>SOC00112</td>
<td>Social Policy</td>
<td></td>
<td>1</td>
<td>THR, EXT</td>
</tr>
<tr>
<td>CSL00120</td>
<td>Managing Conflict</td>
<td>BHS00161</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC10274</td>
<td>Non-Standard Lives: Work &amp; Family in Australia</td>
<td>SOC00118</td>
<td>2</td>
<td>L, THR, EXT (Fortnightly Classes)</td>
</tr>
<tr>
<td>SOC10430</td>
<td>Religions &amp; the State</td>
<td></td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC00115</td>
<td>Global Inequality</td>
<td>SOC00118</td>
<td>2</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>
## Specialist major – Community Studies

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHS00130</td>
<td>Community Development</td>
<td></td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC00107</td>
<td>Social Planning</td>
<td>1 &amp; 3</td>
<td>THR, EXT</td>
<td>(3 EXT only - Quotas may apply)</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POL00131</td>
<td>International Community Development</td>
<td>1</td>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC00112</td>
<td>Social Policy</td>
<td>1</td>
<td>THR, EXT</td>
<td></td>
</tr>
<tr>
<td>SOY10108</td>
<td>Advocacy and Change</td>
<td>SOY10105</td>
<td>1</td>
<td>THR, EXT</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC10299</td>
<td>Communities, Education and Change</td>
<td></td>
<td></td>
<td>Not Available 2012</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC10296</td>
<td>Introduction to Community Studies</td>
<td>2</td>
<td>CH, EXT</td>
<td>(Fortnightly Classes)</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOY10105</td>
<td>Introduction to Social Welfare</td>
<td>2 &amp; 3</td>
<td>CH, THR, EXT (3 EXT only - Quotas may apply)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS00231</td>
<td>Counselling Theory and Practice</td>
<td>2 &amp; 3</td>
<td>L, CH, THR (3 EXT only - Quotas may apply)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POL00010</td>
<td>Local Government</td>
<td>POL10244</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSL00120</td>
<td>Managing Conflict</td>
<td>BHS00161</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOY00204</td>
<td>Community Project Management</td>
<td></td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td>(ACWA - CS)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Part C – Advanced specialist majors

#### Advanced specialist major – Counselling

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL10300</td>
<td>Counselling for Addictions</td>
<td>CSL10014 or CSL10239 plus 15 units</td>
<td></td>
<td>Not Available 2012</td>
</tr>
<tr>
<td>CSL10298</td>
<td>Counselling Children and Adolescents</td>
<td>CSL10014 or CSL10239 plus 15 units</td>
<td></td>
<td>Not Available 2012</td>
</tr>
<tr>
<td>CSL00113</td>
<td>Field Education I **</td>
<td>SOY10105 &amp; BHS10241 plus 14 units</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL10301</td>
<td>Counselling with the Ageing Community</td>
<td>CSL10014 or CSL10239 plus 15 units</td>
<td>2</td>
<td>Not Available 2012</td>
</tr>
<tr>
<td>CSL00120</td>
<td>Managing Conflict</td>
<td>BHS500161</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>BHS30003</td>
<td>Development Across the Lifespan</td>
<td>anti-req BHS500303, BHS500304</td>
<td>1 &amp; 3</td>
<td>CH, ONL (3 ONL only)</td>
</tr>
<tr>
<td>LAW00059</td>
<td>Welfare Law</td>
<td>8 units</td>
<td>2</td>
<td>L, GCB, EXT</td>
</tr>
</tbody>
</table>

#### Advanced specialist major – Social Welfare

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL00113</td>
<td>Field Education I **</td>
<td>SOY10105 &amp; BHS10241 plus 14 units</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL00114</td>
<td>Field Education II **</td>
<td>CSL00113</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project (ACWA - SW)</td>
<td>20 Units</td>
<td>1 &amp; 2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOY10107</td>
<td>Human Services: Power &amp; Practice (ACWA - SW)</td>
<td>SOY10105</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL10297</td>
<td>Issues of Protection (ACWA - SW)</td>
<td>CSL00231</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL00120</td>
<td>Managing Conflict (ACWA - SW)</td>
<td>BHS500161</td>
<td>2</td>
<td>L, THR, EXT (Fortnightly Classes)</td>
</tr>
<tr>
<td>SOC00115</td>
<td>Global Inequality</td>
<td>SOC00118</td>
<td>2</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>
### Advanced specialist major – Government and Policy Studies

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC01123</td>
<td>Deviance in Society</td>
<td>SOC00118</td>
<td>1</td>
<td>L, THR, EXT</td>
</tr>
<tr>
<td>POL10023</td>
<td>Peace, War &amp; International Politics</td>
<td></td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC10027</td>
<td>Internet Society</td>
<td>SOC00118</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>20 Units</td>
<td>1 &amp; 2</td>
<td>EXT</td>
</tr>
<tr>
<td>MNG00132</td>
<td>Organisational Communication</td>
<td>BHS00161</td>
<td></td>
<td>Not Available 2012</td>
</tr>
<tr>
<td>POL00010</td>
<td>Local Government</td>
<td>POL10244</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>POL10024</td>
<td>Justice in World Politics</td>
<td></td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>POL00013</td>
<td>Global Social Movements</td>
<td></td>
<td>2</td>
<td>EXT</td>
</tr>
</tbody>
</table>

### Advanced specialist major – Community Studies

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL00164</td>
<td>Consultation &amp; Participation</td>
<td>BHS00161</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>20 Units</td>
<td>1 &amp; 2</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL00113</td>
<td>Field Education I **</td>
<td>SOY10105 &amp; BHS010241 plus 14 units</td>
<td>1</td>
<td>EXT</td>
</tr>
<tr>
<td>CSL00114</td>
<td>Field Education II **</td>
<td>CSL00113</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>LAW00059</td>
<td>Welfare Law</td>
<td>8 units</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC00115</td>
<td>Global Inequality</td>
<td>SOC00118</td>
<td>2</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>

**Key**

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

**Definitions**

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

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

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

- **Pre-requisite study package ('Pre')** means a study package (unit or course) which must have been completed with a grade of Pass or above before enrolling in another specified study package.
Co-requisite study package (‘Co’) means a study package (unit or course) in which a student must be concurrently enrolled (or have satisfactorily completed) prior to enrolment in another specified study package.

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

*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.

(ACWA - SW) are ACWA (Australian Community Workers Association) accredited units in the Social Welfare pathway.

(ACWA - CS) are ACWA (Australian Community Workers Association) accredited units in the Community Studies pathway.

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 Social Science is offered by Distance Education, with some units offered on campus at Lismore, Tweed Heads Riverside, and Coffs Harbour. Please note that all Majors except the Part C Advanced Counselling Major can be undertaken via Distance Education.

First year unit progressions
This table maps out the recommended first year unit progressions in the Bachelor of Social Science, 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 in consultation with the student liaison staff. You can map out your study plan in the template provided on page 1.11.

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

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295</td>
<td>Written Communication</td>
</tr>
<tr>
<td>SOC00118</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>BHS00161</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>POL10244</td>
<td>Introduction to Politics</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Major</th>
<th>Unit Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Studies Major:</td>
<td>SOC10296</td>
<td>Introduction to Community Studies</td>
</tr>
<tr>
<td>Counselling Major:</td>
<td>CSL00231</td>
<td>Counselling Theory &amp; Practice</td>
</tr>
<tr>
<td>Government and Policy Studies Major:</td>
<td>CUL00401</td>
<td>Indigenous World Views</td>
</tr>
<tr>
<td>Social Welfare Major:</td>
<td>SOY10105</td>
<td>Introduction to Social Welfare</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. Please refer to the table below as our recommendation.

<table>
<thead>
<tr>
<th>Part-Time First Year Bachelor of Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
<td><strong>Session 2</strong></td>
</tr>
<tr>
<td>COM10295 Written Communication</td>
<td>BHS10241 Group Work</td>
</tr>
<tr>
<td>SOC00118 Introduction to Sociology</td>
<td>SOC10238 Ethics in Society</td>
</tr>
</tbody>
</table>

Mid-year entry

Mid-year progression recommended enrolments

<table>
<thead>
<tr>
<th>Full-Time Mid-year Entry: Bachelor of Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 2</strong></td>
<td></td>
</tr>
<tr>
<td>COM10295 Written Communication</td>
<td></td>
</tr>
<tr>
<td>BHS10241 Group Work</td>
<td></td>
</tr>
<tr>
<td>BSH11002 Introduction to Psychology II</td>
<td></td>
</tr>
<tr>
<td>Part B Specialist Major Unit (refer list below)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Community Studies Major:</th>
<th>SOY10105 Introduction to Social Welfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselling Major:</td>
<td>CSL00231 Counselling Theory &amp; Practice</td>
</tr>
<tr>
<td>Government and Policy Studies Major:</td>
<td>CUL00401 Indigenous World Views</td>
</tr>
<tr>
<td>Social Welfare Major:</td>
<td>SOY10105 Introduction to Social Welfare</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part-Time Mid-year Entry: Bachelor of Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 2</strong></td>
<td></td>
</tr>
<tr>
<td>COM10295 Written Communication</td>
<td></td>
</tr>
<tr>
<td>BHS10241 Group Work</td>
<td></td>
</tr>
</tbody>
</table>
Map your study plan

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 each component of the degree, when they are offered, and when you plan on studying them.

### Map Your Study Plan

<table>
<thead>
<tr>
<th>Part A Core</th>
<th>Bachelor of Social Science 2012 Course Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Code</strong></td>
<td><strong>Unit Name</strong></td>
</tr>
<tr>
<td>1</td>
<td>COM10295</td>
</tr>
<tr>
<td>2</td>
<td>SOC00118</td>
</tr>
<tr>
<td>3</td>
<td>BHS00161</td>
</tr>
<tr>
<td>4</td>
<td>POL10244</td>
</tr>
<tr>
<td>5</td>
<td>SOC10238</td>
</tr>
<tr>
<td>6</td>
<td>BHS10241</td>
</tr>
<tr>
<td>7</td>
<td>BHS11002</td>
</tr>
<tr>
<td>8</td>
<td>CUL00401</td>
</tr>
</tbody>
</table>

**Part B Major**

Please write your major below (e.g. Part B Social Welfare Major) and then list the 8 units you will complete.

<table>
<thead>
<tr>
<th>Major -</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Code</strong></td>
<td><strong>Unit Name</strong></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**Option**

Please write your option below (e.g. Part C Advanced Social Welfare Major) and then list the 8 units you will complete.

<table>
<thead>
<tr>
<th>Major/Electives -</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Code</strong></td>
<td><strong>Unit Name</strong></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the Course Rules of this guide if you are unsure of your choices.

**Important:** When mapping your units, please check the Schedule of Units as unit availabilities often vary from year to year.
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

Counselling
This major, taken in conjunction with other majors in the Bachelor of Social Science, is designed for those wishing to pursue careers where the focus is on working with individuals, families and communities. This may be within Local and State Government agencies, private industry and Non-Government Organisations. For those students who wish to specifically pursue a counselling career, the double counselling major provides a strong foundation to move into more specialist graduate studies in counselling.

Government and Policy Studies
Make a difference in your world. The Government and Policy Studies strand gives you the knowledge and skills to work in government, non-government and private sector agencies at international and local levels. You might work in humanitarian and aid, immigration and justice, or equity and social policy fields. Learn about political and social factors that influence our world, and develop the important skills of communication, writing, research and critical analysis. This broadly-based strand prepares you for effective and active participation in work and life.

Community Studies
A people-focused specialisation for people working in communities in either community development positions, community workers, community consultation, community based welfare, social planning, enthusiastic activist or concerned citizen. Enhances employment opportunities in the areas of local government, community organisations and government departments. Examples of specific occupations are – adult education workers, community arts workers, environmental workers, family centre staff, health education and promotion workers, housing development officers, sports development officers, youth workers and managers at different levels. Field placements are available for those studying Community Studies.

Social Welfare
If you want to work with disadvantaged and marginalised groups in the community, and if you have a strong commitment to social justice and human rights, then consider specialising in Social Welfare. You will develop knowledge, skills and attributes that will equip you to build empowering relationships with various individuals, families and groups in the community. A feature of the course is the opportunity to undertake practical field work as part of your studies. This will equip you to apply the various advocacy, group work and counselling skills required in Social Welfare. You will also learn about the importance of developing an informed, ethical and reflective approach to practice. Above all, the course will assist you to challenge your own values and beliefs and to develop your ability to build meaningful and purposive relationships with others in professional settings.
Unit descriptions

Core units (compulsory)

COM10295  Written Communication

*Anti-requisites: EDU00220 Learning, Communicating and Educational Computing OR 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.

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.

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.

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.

SOC10238  Ethics in Society

Introduces students to the philosophical and moral theories that influence contemporary societal ethical issues. Identifies and explores personal values and beliefs that relate to ethics and resolving ethical dilemmas. Encourages students to engage in discussing ethical societal issues, in order to develop ethical thinking and living.

BHS10241  Group Work

Provides students with conceptual and analytical tools for understanding the dynamics of groups and group activities. Requires students to observe and reflect on their own participation in, and facilitation of, groups. Enhances students’ abilities to work within groups for personal, social and organisational development.

BHS11002  Introduction to Psychology II

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

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.
Specialist majors

Counselling

CSL00231  Counselling Theory and Practice
This unit provides an overview of the role of the counsellor within an Australian context, and shows how research, personal self-awareness and skill development contribute to the development of the therapeutic relationship in counselling.

CSL10014  Interventions in Counselling
Pre-requisite/s: CSL00231 Counselling Theory & Practice.
Examines two major applications of counselling intervention, generalist and crisis counselling. Students will be expected to demonstrate entry level entry skills in at least one of these two models. Appropriate intervention processes for each area will be discussed and evaluated, along with issues of termination of counselling.

SOC01123  Deviance in Society
Pre-requisite/s: SOC00118 Introduction to Sociology
Explores the notion of deviance using different sociological perspectives. Students will examine the ways by which morally condemned behaviours come to be defined as deviant, and explore the process by which people, who perform actions perceived as deviant, acquire a certain identity and respond to their label in various ways. In particular, students are encouraged to analyse a number of examples of constructed meaning by drawing on the accounts which various people have used to explain their actions.

CSL10297  Issues of Protection
Pre-requisite/s: CSL00231 Counselling Theory & Practice
This unit provides students with a critical understanding of policy and practice within the context of protection. Issues of child abuse and domestic violence are analysed in relation to government and other institutional initiatives in Australia. The importance of multicultural and Indigenous issues within this context is emphasised. The role of the reflective practitioner is framed against legal and ethical considerations.

BHS30002  Abnormal Psychology
Pre-requisite/s: BHS11002 Introduction to Psychology II
Explores the nature of causes of emotion and the broad psychological disorders, including mood disorders, anxiety disorders, schizophrenia, eating disorders, and substance-related disorders. The unit will focus on basic issues in the study of abnormal behaviour such as classification and diagnosis. The causes of disorders will be considered from an environmental and biochemical perspective. The unit will also involve an introduction to the evidence-based treatment of various psychological disorders.

SOY10105  Introduction to Social Welfare
This unit takes a student centred approach in introducing students to key concepts, theories, ideas and perspectives in the field of Australian social welfare, and explores the main sources of critical knowledge, skills and attributes that are essential to social welfare practice in relation to various client populations.

CSL10242  Grief, Trauma and Crisis Counselling
Pre-requisite/s: CSL00231 Counselling Theory and Practice
Explores issues of grief, trauma and crises, such as death, illness, family breakdown, violence, abuse, disasters, and life changes. Examines theory and skills, attitudes and responses to grief, trauma and crises. Applies intervention models to grief, trauma and crises.
CSL10243 Relationships Counselling
Pre-requisite/s: CSL10014 Interventions in Counselling
Note: Compulsory residential school

Provides an overview of the theoretical frameworks in relationship counselling, family conferencing and group facilitation. Includes an exploration of counselling and group issues related to and relevant for indigenous settings and/or a multi-cultural society. Requires development and demonstration of intermediate counselling, facilitation and mediation, with a focus on contemporary approaches such as strength-based and narrative counselling. Builds on the skills and theory learned in the pre-requisite units.

Social Welfare

SOY10105 Introduction to Social Welfare
This unit takes a student-centred approach in introducing students to key concepts, theories, ideas and perspectives in the field of Australian social welfare, and explores the main sources of critical knowledge, skills and attributes that are essential to social welfare practice in relation to various client populations.

SOC00112 Social Policy
Introduces the fundamental issue of social policy in welfare practice. Issues of inequality and social policy-making, implementation and analysis are covered. Students are guided to critically analyse one specific social policy in its historical, political and social welfare context.

SOY10108 Advocacy and Change
Pre-requisite/s: SOY10105 Introduction to Social Welfare
Introduces students to key aspects of change and theories of power, resistance and agency. Various realms of change are explored including self, client and cause advocacy. Students are engaged in the development of basic change-related practice skills such as negotiation and the construction of a persuasive argument. To conclude the unit, students are encouraged to engage with contemporary issues that are impacting on practitioners efforts to achieve change and reflect on their own experiences.

SOC01123 Deviance in Society
Pre-requisite/s: SOC00118 Introduction to Sociology
Explores the notion of deviance using different sociological perspectives. Students will examine the ways by which morally condemned behaviours come to be defined as deviant, and explore the process by which people, who perform actions perceived as deviant, acquire a certain identity and respond to their label in various ways. In particular, students are encouraged to analyse a number of examples of constructed meaning by drawing on the accounts which various people have used to explain their actions.

SOC00107 Social Planning
Considers the planning processes necessary to allocate scarce resources in an equitable and feasible way within a society. Issues of social justice and equity are discussed within the context of specific communities and across the three levels of government. Socio-demographic data are analysed and interpreted and community consultation processes are emphasised.

CSL00231 Counselling Theory and Practice
This unit provides an overview of the role of the counsellor within an Australian context, and shows how research, personal self-awareness and skill development contribute to the development of the therapeutic relationship in counselling.

SOC10296 Introduction to Community Studies
This unit introduces students to concepts of community from historical and sociological perspectives. Students will engage with theoretical perspectives and case studies in community
and will evaluate the various ways in which communities are characterised by both social cohesion and social inequality.

**SOC10274  Non-Standard Lives: Work and the Family in Australia**

*Pre-requisite/s: SOC00118 Introduction to Sociology*

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.

**CSL10242  Grief, Trauma and Crisis Counselling**

*Pre-requisite/s: CSL00231 Counselling Theory and Practice*

Explores issues of grief, trauma and crises, such as death, illness, family breakdown, violence, abuse, disasters, and life changes. Examines theory and skills, attitudes and responses to grief, trauma and crises. Applies intervention models to grief, trauma and crises. There is a compulsory residential school for external students.

**LAW00059  Welfare Law**

*Pre-requisite/s: LAW00130 Introduction to Law and Contract or LAW00101 Legal Studies I or LAW00150 Introduction to Business Law or LAW10157 Australian Legal System or any eight (8) units*

Introduces students to legal concepts and resources within the welfare system and will develop their ability to make appropriate referrals. Welfare law is an area that has grown with the increasing sophistication of the welfare state. An understanding of the complexities of this emerging area of law is essential for those working within this field.

**Community Studies**

**BHS00130  Community Development**

*Anti-requisite/s: BHS00130 Introduction to Community Development*

Community development infers social change driven by the community. This unit introduces key concepts and perspectives related to understanding community development and identifies skills and issues where they are relevant to community development. The two major areas of study are theoretical accounts of community development, and community development skills and issues.

**SOC00107  Social Planning**

Considers the planning processes necessary to allocate scarce resources in an equitable and feasible way within a society. Issues of social justice and equity are discussed within the context of specific communities and across the three levels of government. Socio-demographic data are analysed and interpreted and community consultation processes are emphasised.

**POL00131  International Community Development**

Examines the context of international community development through an exploration of key issues, policies and players. The evolution of the nature of ‘giving’ is explored and how colonisation impacted on the process. Case studies are explored in developing societies focusing on issues world wide.

**SOY10108  Advocacy and Change**

*Pre-requisite/s: SOY10105 Introduction to Social Welfare*

Introduces students to key aspects of change and theories of power, resistance and agency. Various realms of change are explored including self, client and cause advocacy. Students are engaged in the development of basic change-related practice skills such as negotiation and
the construction of a persuasive argument. To conclude the unit, students are encouraged to engage with contemporary issues that are impacting on practitioners efforts to achieve change and reflect on their own experiences.

SOC00112 Social Policy
Introduces the fundamental issue of social policy in welfare practice. Issues of inequality and social policy-making, implementation and analysis are covered. Students are guided to critically analyse one specific social policy in its historical, political and social welfare context.

SOC10299 Communities, Education and Change
This unit builds upon knowledge gained from introductory units in the Community Studies stream/major. It explores and clarifies the Community Education sector, both in Australia and globally. It assists students to understand practices and issues associated with communities, educating and change.

SOC10296 Introduction to Community Studies
This unit introduces students to concepts of community from historical and sociological perspectives. Students will engage with theoretical perspectives and case studies in community and will evaluate the various ways in which communities are characterised by both social cohesion and social inequality.

SOY10105 Introduction to Social Welfare
This unit takes a student-centred approach in introducing students to key concepts, theories, ideas and perspectives in the field of Australian social welfare, and explores the main sources of critical knowledge, skills and attributes that are essential to social welfare practice in relation to various client populations.

CSL00231 Counselling Theory and Practice
This unit provides an overview of the role of the counsellor within an Australian context, and shows how research, personal self-awareness and skill development contribute to the development of the therapeutic relationship in counselling.

POL00010 Local Government
Pre-requisite/s: POL10244 Introduction to Politics
Focuses on Australian local government, including its international context, history and current position. Explores the challenges currently facing local government with cutbacks in government expenditure, local government reform, intergovernmental relationships and community expectations. Provides an opportunity for students to understand the complexity of local government in Australia and to explore the ways in which local governments and local communities can address the challenges confronting them.

CSL00120 Managing Conflict
Pre-requisite/s: BHS00161 Interpersonal Communication
Introduces students to the theory and practice of conflict and conflict resolution including techniques and processes for managing conflict situations. Provides an opportunity for students to develop insight into the interconnection between conflict, culture, power and gender, and to critically analyse contemporary conflicts and possible conflict management strategies to deal with them.

SOY00204 Community Project Management
Considers the theoretical perspectives and political environment of community project management and the processes of developing and implementing a specific project. Government structures, parliamentary processes, current community structures, alternative structures and managing the project are core aspects of the unit.
Government and Policy Studies

SOC00107  Social Planning
Considers the planning processes necessary to allocate scarce resources in an equitable and feasible way within a society. Issues of social justice and equity are discussed within the context of specific communities and across the three levels of government. Socio-demographic data are analysed and interpreted and community consultation processes are emphasised.

CSL00164  Consultation and Participation
*Pre-requisite/s: BHS00161 Interpersonal Communication*
Introduces strategies for identifying those likely to be affected by decisions and explores the notions of participation and consultation within a variety of contexts, examining a number of ways in which consultation and participation can assist decision-making. It applies this knowledge to organisational and community settings.

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.

SOC00112  Social Policy
Introduces the fundamental issue of social policy in welfare practice. Issues of inequality and social policy-making, implementation and analysis are covered. Students are guided to critically analyse one specific social policy in its historical, political and social welfare context.

CSL00120  Managing Conflict
*Pre-requisite/s: BHS00161 Interpersonal Communication*
Introduces students to the theory and practice of conflict and conflict resolution including techniques and processes for managing conflict situations. Provides an opportunity for students to develop insight into the interconnection between conflict, culture, power and gender, and to critically analyse contemporary conflicts and possible conflict management strategies to deal with them.

SOC10274  Non-Standard Lives: Work and the Family in Australia
*Pre-requisite/s: SOC00118 Introduction to Sociology*
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.

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.

SOC00115  Global Inequality
*Pre-requisite/s: SOC00118 Introduction to Sociology*
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.

Advanced specialist majors

Advanced Counselling

**CSL10300  Counselling for Addictions**
*Pre-requisite/s: CSL10014 Interventions in Counselling plus 15 units*

This unit provides knowledge and skills to enable students to critically consider the physiological, psychological and sociological aspects of addictive behaviours. Students will reflect on their own values and beliefs relating to addiction and will demonstrate effective skills in counselling.

**CSL10298  Counselling Children and Adolescents**
*Pre-requisite/s: CSL10014 Interventions in Counselling plus 15 units*

Provides students with theories and conceptions of childhood and adolescence. Introduces appropriate counselling strategies. Students will develop and reflect on their own skill development in counselling children and adolescents. Prioritises the ethical and legal implications of working with children and adolescents.

**CSL00113  Field Education I**
*Double-weighted unit.*
*Pre-requisite/s: SOY10105 Introduction to Social Welfare and BHS10241 Group Work plus 14 units*

Students are required to spend 150 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.

**CSL10301  Counselling Within the Ageing Community**
*Pre-requisite/s: CSL10014 Interventions in Counselling plus 15 units*

This unit provides an overview of the theories, issues and perceptions of ageing and aged care in contemporary society. This involves reflective thinking about these issues and practical skills formation for interpersonal communication and counselling the elderly, their carers and the family.

**CSL00120  Managing Conflict**
*Pre-requisite/s: BHS00161 Interpersonal Communication*

Introduces students to the theory and practice of conflict and conflict resolution including techniques and processes for managing conflict situations. Provides an opportunity for students to develop insight into the interconnection between conflict, culture, power and gender, and to critically analyse contemporary conflicts and possible conflict management strategies to deal with them.

**BHS30003  Development Across the Lifespan**
*Anti-requisite/s: BHS00303 Lifespan Human Development, BHS00304 Developmental Psychology*

Provides an overview of human development from conception, through childhood, adolescence, adulthood, and old age. Introduces students to the scientific study of physical, cognitive, and social development applying to human lifespan development. Biological, social and psychological factors which influence the course of human development are considered.
LAW00059  Welfare Law

*Pre-requisite/s: LAW00130 Introduction to Law and Contract or LAW00101 Legal Studies I or LAW00150 Introduction to Business Law or LAW10157 Australian Legal System or any eight (8) units*

Introduces students to legal concepts and resources within the welfare system and will develop their ability to make appropriate referrals. Welfare law is an area that has grown with the increasing sophistication of the welfare state. An understanding of the complexities of this emerging area of law is essential for those working within this field.

Advanced Social Welfare

CSL00120  Managing Conflict

*Pre-requisite/s: BHS00161 Interpersonal Communication*

Introduces students to the theory and practice of conflict and conflict resolution including techniques and processes for managing conflict situations. Provides an opportunity for students to develop insight into the interconnection between conflict, culture, power and gender, and to critically analyse contemporary conflicts and possible conflict management strategies to deal with them.

SOY10107  Human Services Organisations – Power and Practice

*Pre-requisite/s: SOY10105 Introduction to Social Welfare*

Introduces students to human service organisations. Various perspectives are engaged to explore what human service organisations are and how they function in Australian society. Organisational theories are used to analyse how to read and influence human service organisations. Questions of power are addressed especially in relation to the interaction between workers and clients and workers and the organisation. How human service practitioners can pursue a social justice agenda is explored and students are encouraged to think through human service practices in this light.

CSL10297  Issues of Protection

*Pre-requisite/s: CSL00231 Counselling Theory & Practice*

This unit provides students with a critical understanding of policy and practice within the context of protection. Issues of child abuse and domestic violence are analysed in relation to government and other institutional initiatives in Australia. The importance of multicultural and Indigenous issues within this context is emphasised. The role of the reflective practitioner is framed against legal and ethical considerations.

CSL00113  Field Education I

*Double-weighted unit.*

*Pre-requisite/s: SOY10105 Introduction to Social Welfare and BHS10241 Group Work plus 14 units*

Students are required to spend 150 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.

CSL00114  Field Education II

*Double-weighted unit.*

*Pre-requisite/s: CSL00113 Field Education I*

Students are required to spend 250 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.
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.

SOC00115  Global Inequality  
*Pre-requisite/s: SOC00118 Introduction to Sociology*

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.

**Advanced Community Studies**

CSL00164  Consultation and Participation  
*Pre-requisite/s: BHS00161 Interpersonal Communication*

Introduces strategies for identifying those likely to be affected by decisions and explores the notions of participation and consultation within a variety of contexts, examining a number of ways in which consultation and participation can assist decision-making. It applies this knowledge to organisational and community settings.

LAW00059  Welfare Law  
*Pre-requisite/s: LAW00130 Introduction to Law and Contract or LAW00101 Legal Studies I or LAW00150 Introduction to Business Law or LAW10157 Australian Legal System or any eight (8) units*

Introduces students to legal concepts and resources within the welfare system and will develop their ability to make appropriate referrals. Welfare law is an area that has grown with the increasing sophistication of the welfare state. An understanding of the complexities of this emerging area of law is essential for those working within this field.

CSL00113  Field Education I  
*Double-weighted unit.*  
*Pre-requisite/s: SOY10105 Introduction to Social Welfare and BHS10241 Group Work plus 14 units*

Students are required to spend 150 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.

CSL00114  Field Education II  
*Double-weighted unit.*  
*Pre-requisite/s: CSL00113 Field Education I*

Students are required to spend 250 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.

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.

SOC00115 Global Inequality
*Pre-requisite/s: SOC00118 Introduction to Sociology*
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.

**Advanced Government and Policy Studies**

SOC01123 Deviance in Society
*Pre-requisite/s: SOC00118 Introduction to Sociology*
Explores the notion of deviance using different sociological perspectives. Students will examine the ways by which morally condemned behaviours come to be defined as deviant, and explore the process by which people, who perform actions perceived as deviant, acquire a certain identity and respond to their label in various ways. In particular, students are encouraged to analyse a number of examples of constructed meaning by drawing on the accounts which various people have used to explain their actions.

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.

SOC10027 Internet Society
*Pre-requisite/s: SOC00118 Introduction to Sociology*
Invites students to examine the use of computers and the Internet. It explores what these new developments mean for social organisation and interpersonal relationships as well as posing questions about the phenomenon of ‘virtual’ worlds. The unit focuses on the effects of computers and Internet technologies in four key areas, identity and community, government and commerce. Students will need regular access to internet facilities to complete some parts of this 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.

MNG00132 Organisational Communication
*Pre-requisite/s: BHS00161 Interpersonal Communication*
Introduces students to theories and strategies related to organisational communication. These concepts are used to critically reflect on formal and informal forms of communication in diverse organisations.
POL00010  Local Government

*Pre-requisite/s: POL10244 Introduction to Politics*

Focuses on Australian local government, including its international context, history and current position. Explores the challenges currently facing local government with cutbacks in government expenditure, local government reform, intergovernmental relationships and community expectations. Provides an opportunity for students to understand the complexity of local government in Australia and to explore the ways in which local governments and local communities can address the challenges confronting them.

POL10024  Justice in World Politics

Examines the varying meanings to a range of contemporary ideas and the problems raised at community, national and international level in their application. Ideas such as human rights, justice, development, ethnicity, gender, power, liberty, citizenship, pluralism and democratic dialogue are applied to everyday political life. Significant ideological differences in political viewpoints are critically evaluated.

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.
Other important information

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 receive. 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.

Accreditation with professional bodies

The Community Studies and Social Welfare strands within the Bachelor of Social Science both gained accreditation from the Australian Community Workers Association (ACWA www.acwa.org.au) in April 2008, formerly AIWCW. The accreditation requires that specific units be undertaken, which are outlined on the follow page. Currently, the Community Studies strand is accredited at Coffs Harbour and Externally, and the Social Welfare strand is accredited at Tweed Heads and Externally.

Social Welfare accreditation pathway required units

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295 Written Communication</td>
<td>BHS11002 Introduction to Psychology II</td>
<td></td>
</tr>
<tr>
<td>SOC00118 Introduction to Sociology</td>
<td>BHS10241 Group Work</td>
<td></td>
</tr>
<tr>
<td>BHS00161 Interpersonal Communication</td>
<td>SOC10238 Ethics in Society</td>
<td></td>
</tr>
<tr>
<td>POL10244 Introduction to Politics</td>
<td>SOY10105 Introduction to Social Welfare</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC00112 Social Policy</td>
<td>CSL00231 Counselling Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>SOY10108 Advocacy and Change</td>
<td>CSL00120 Managing Conflict</td>
<td></td>
</tr>
<tr>
<td>SOC00107 Social Planning</td>
<td>SOC10274 Non-Standard Lives: Work and Family in Australia</td>
<td></td>
</tr>
<tr>
<td>SOY10107 Human Services Organisations: Power &amp; Practice</td>
<td>CUL00401 Indigenous World Views</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOY10114 Arts Project</td>
<td>LAW00059 Welfare Law</td>
<td></td>
</tr>
<tr>
<td>CSL00113 Field Education 1 (Double Weighted)</td>
<td>CSL10242 Grief, Trauma &amp; Crisis Counselling</td>
<td></td>
</tr>
<tr>
<td>CSL10297 Issues of Protection</td>
<td>CSL00114 Field Education 2 (Double Weighted)</td>
<td></td>
</tr>
</tbody>
</table>
Community Studies accreditation pathway required units

### ACWA Accreditation – Community Studies (Part B) and Advanced Community Studies (Part C)

#### Year 1

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295 Written Communication</td>
<td>BHS11002 Introduction to Psychology II</td>
</tr>
<tr>
<td>SOC00118 Introduction to Sociology</td>
<td>BHS10241 Group Work</td>
</tr>
<tr>
<td>BHS00161 Interpersonal Communication</td>
<td>SOC10238 Ethics in Society</td>
</tr>
<tr>
<td>POL10244 Introduction to Politics</td>
<td>SOC10296 Introduction to Community Studies</td>
</tr>
</tbody>
</table>

#### Year 2

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHS00130 Community Development</td>
<td>LAW00059 Welfare Law</td>
</tr>
<tr>
<td>SOC00107 Social Planning</td>
<td>CUL00401 Indigenous World Views</td>
</tr>
<tr>
<td>CSL00164 Consultation and Participation</td>
<td>SOY00204 Community Project Management</td>
</tr>
<tr>
<td>POL00010 Local Government</td>
<td>SOY10105 Introduction to Social Welfare</td>
</tr>
</tbody>
</table>

#### Year 3

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL00113 Field Education 1 (double weighted)</td>
<td>CSL00231 Counselling Theory and Practice</td>
</tr>
<tr>
<td>POL00131 International Community Development</td>
<td>SOY10114 Arts Project</td>
</tr>
<tr>
<td>SOC10299 Communities, Education and Change</td>
<td>CSL00114 Field Education 2 (double weighted)</td>
</tr>
</tbody>
</table>

### Field education

Field Education is a means of applying academic learning to the reality of practice in the field and therefore is an essential component of any social welfare, community and human services education program.

The Counselling, Social Welfare and Community Studies majors provide an entry point for those students planning a career in social welfare or human services. Work in areas such as counselling, child protection, aged care, youth work, domestic violence, allied health and many more can be possible if your degree includes these majors.

Field Education is an integral part of your preparation for a career in human services, especially if you have not worked in a human services organisation before. It offers opportunities to link the knowledge and theory you have gained through your studies to real-life agency settings.

Field Education is normally undertaken toward the end of your degree in order for you to have the opportunity to study relevant units prior to your placement and therefore make the best use of your placement. Many students have found either ongoing or casual work through their field education experience.

Successful negotiation of a placement can take time and cannot be taken for granted. The University will take the lead in matching your learning needs and circumstances to a suitable placement in your area. If you have an idea for a placement you should contact the University prior to making contact with the agency. Please contact the Field Education Coordinator prior to enrolment (preferably one session before planning to go on placement) for an interview to discuss your learning needs and the suitability of Field Education for you.

Field Education is undertaken as a distance education unit of study with attendance at the organisation either part or full time, as negotiated. For further information please email fieldeduc@scu.edu.au.
Criminal record checks

It is a requirement for all students undertaking Field Education to successfully complete a National Police Check and, if in Queensland, a Student Blue Card request as well, prior to the commencement of your placement. You will be supplied with all the necessary forms with your course materials to complete and return. If you do not receive this information please email fieldeduc@scu.edu.au.

Information for distance education students

If you accept your offer and have successfully enrolled into your units and have not received your study materials by first day of session, please email the School’s Student Liaison Team on isass@scu.edu.au

Please include your Student ID, full name, unit code and current postal address. Also ensure that the subject heading is ‘Distance Education Course Materials’.

Students in Correctional Centres

If you are currently in a Correctional Centre, please advise us of this as soon as possible. We are aware that students in a Correctional Centre may require the School to make special arrangements to ensure that you are able to access materials related to your studies.

Textbook list

Approximately one month before each Session commences you will be able to search the University Co-op Bookshop website www.coop-bookshop.com.au for each of your units required texts, including information on prices and availability.

SASS Student Centre Site

This is the main School Information Site where enrolment information, referencing guidelines, support material, course information, forms and blank 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 the link to: Student Centre – School of Arts and Social Sciences (SASS).

Helpful hints

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

Tutor details

Distance Education students will be advised of their tutor details including contact information by the end of week three of the session. Our tutors have been selected on the basis of their qualifications and experience, so they have a strong interest in both their units and students. However as they are generally either part-time or casual employees at Southern Cross University the best way to contact them is 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

Your tutors are there to answer any questions you may have about the unit or the assignments. You will find their details are within the Unit Information Guide and online in the MySCU Blackboard Learning Site under Staff Details.
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 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 to 12 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.

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 Social Science – 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: 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 to both Centrelink and employers.

Q: Am I required to have regular access to the Internet to complete my degree?
A: Yes the majority of units will require you to have regular access to the Internet both to engage with your peers and for assessment requirements.

Q: Am I required to submit Video Assessment within the degree?
A: Yes a number of the Counselling units require you to submit role-plays either on Video or DVD for assessments. You will need to organise your own equipment.
Q: How many days will the workshop for the Relationships Counselling unit (CSL10243) be, and where will it be held?
A: This is a two-day workshop held at Coffs Harbour. You will be notified of the workshop dates when you enrol in this unit.

Q: What if I need help with assignments and writing reports?
A: The Academic Skills Development Unit at Southern Cross University provides educational support to students, staff and the University as a whole. You can contact them for advice and guidance in relation to assessment tasks. They provide support for all internal and external students, and will help you develop your skills and confidence in critical thinking, academic language and learning methods, as well as providing strategies for effective study.

Q: Where can I locate Referencing Guidelines for the Bachelor of Social Sciences?
A: This is located in the MySCU Information Site Student Centre – School of Arts and Social Sciences (SASS) by selecting the Social Sciences from left hand menu and then selecting Support Material.

Q: Can I change my major? How do I do this?
A: It may be possible to change your major depending on how many units you have completed. If you wish to apply to change your major, log into MyEnrolment and submit a “Change Major Request”. When we receive your request, we will review your study plan and make the changes if it's possible. If there are any problems, we will contact you either by phone or through your SCU email account.

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.
School contacts

Student Liaison Team

The Liaison Support 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 their 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.

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

Emailing your enquiries

Please note: Students should email isass@scu.edu.au with any undergraduate course specific enquiries. Each student should include their 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 their 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Campus/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Mark Hughes</td>
<td>07 5506 9322</td>
<td><a href="mailto:mark.hughes@scu.edu.au">mark.hughes@scu.edu.au</a></td>
<td>Tweed - Riverside A3.29</td>
</tr>
</tbody>
</table>

### Lecturers/Unit Assessors

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Campus/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Angela Coco</td>
<td>02 6620 3038</td>
<td><a href="mailto:angela.coco@scu.edu.au">angela.coco@scu.edu.au</a></td>
<td>Lismore B1.04</td>
</tr>
<tr>
<td>Dr Sandy Darab</td>
<td>02 6620 3028</td>
<td><a href="mailto:sandy.darab@scu.edu.au">sandy.darab@scu.edu.au</a></td>
<td>Lismore B1.14</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 A3.15</td>
</tr>
<tr>
<td>Dr Jean Griffiths</td>
<td>02 6659 3106</td>
<td><a href="mailto:jean.griffiths@scu.edu.au">jean.griffiths@scu.edu.au</a></td>
<td>Coffs Harbour MG.25</td>
</tr>
<tr>
<td>Dr Yvonne Hartman</td>
<td>02 6620 3043</td>
<td><a href="mailto:yvonne.hartman@scu.edu.au">yvonne.hartman@scu.edu.au</a></td>
<td>Lismore B1.02</td>
</tr>
<tr>
<td>Dr Mark Hughes</td>
<td>07 5506 9322</td>
<td><a href="mailto:mark.hughes@scu.edu.au">mark.hughes@scu.edu.au</a></td>
<td>Tweed - Riverside A3.29</td>
</tr>
<tr>
<td>Angela Nunn</td>
<td>02 6659 3173</td>
<td><a href="mailto:angela.nunn@scu.edu.au">angela.nunn@scu.edu.au</a></td>
<td>Coffs Harbour MG.24</td>
</tr>
<tr>
<td>Dr Elaine Nuske</td>
<td>02 6659 3214</td>
<td><a href="mailto:elaine.nuske@scu.edu.au">elaine.nuske@scu.edu.au</a></td>
<td>Coffs Harbour MG.28</td>
</tr>
<tr>
<td>Dr Liz Reimer</td>
<td>07 5506 9369</td>
<td><a href="mailto:liz.reimer@scu.edu.au">liz.reimer@scu.edu.au</a></td>
<td>Tweed - Riverside A3.23a</td>
</tr>
<tr>
<td>Dr Maarten Rothangatter</td>
<td>07 5506 9356</td>
<td><a href="mailto:maarten.rothangatter@scu.edu.au">maarten.rothangatter@scu.edu.au</a></td>
<td>Tweed - Riverside CCA3</td>
</tr>
<tr>
<td>Dr Rosemary Webb</td>
<td>02 6620 3615</td>
<td><a href="mailto:rosemary.webb@scu.edu.au">rosemary.webb@scu.edu.au</a></td>
<td>Lismore B1.13</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
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/](http://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 – DDMMMYYYY 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: +617 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
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:

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](http://study.scu.edu.au)) or SCU Connect ([scu.edu.au/scuconnect](http://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](http://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>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: +61 2 6620 3698</td>
<td>Phone: +61 2 6659 3080</td>
</tr>
<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>Website: <a href="http://checit.scu.edu.au">checit.scu.edu.au</a></td>
<td>Website: <a href="http://checit.scu.edu.au">checit.scu.edu.au</a></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 ‘My Grades’.

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
## Key dates for 2012

<table>
<thead>
<tr>
<th></th>
<th>Session 1 2012</th>
<th>Trimester A 2012</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Census date</td>
<td>Check your census date in <a href="#">My Enrolment</a></td>
<td>Check your census date in <a href="#">My Enrolment</a></td>
</tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Session 2 2012</th>
<th>Trimester B 2012</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Last date to enrol online</td>
<td>Monday 2 July</td>
<td>Monday 21 May</td>
</tr>
<tr>
<td>Census date</td>
<td>Check your census date in <a href="#">My Enrolment</a></td>
<td>Check your census date in <a href="#">My Enrolment</a></td>
</tr>
<tr>
<td>Last withdrawal without fail</td>
<td>Saturday 25 August</td>
<td>Saturday 14 July</td>
</tr>
<tr>
<td>Study break</td>
<td>Monday 30 July – Friday 3 August</td>
<td></td>
</tr>
<tr>
<td>Study break</td>
<td>Monday 17 September – Wednesday 19 September</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Orientation and transition starts</td>
<td>Wednesday 10 October</td>
<td></td>
</tr>
<tr>
<td>Studies commence</td>
<td>Monday 15 October</td>
<td>Monday 27 August</td>
</tr>
<tr>
<td>Beat The Stress Week (showcasing Support Services)</td>
<td>Monday 29 October – Friday 2 November</td>
<td></td>
</tr>
<tr>
<td>Last date to enrol online</td>
<td>Monday 29 October</td>
<td>Monday 10 September</td>
</tr>
<tr>
<td>Census date</td>
<td>Check your census date in My Enrolment</td>
<td>Check your census date in My Enrolment</td>
</tr>
<tr>
<td>Last withdrawal without fail</td>
<td>Saturday 22 December</td>
<td>Saturday 3 November</td>
</tr>
<tr>
<td>Study break</td>
<td>Monday 17 December – Friday 21 December</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>Monday 24 December – Monday 31 December</td>
<td></td>
</tr>
<tr>
<td>Study break</td>
<td>Monday 21 January – Wednesday 23 January</td>
<td></td>
</tr>
<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>
</table>

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>
<thead>
<tr>
<th>Feature</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus maps</td>
<td><a href="http://www.scu.edu.au/about/maps">www.scu.edu.au/about/maps</a></td>
</tr>
<tr>
<td>Key dates</td>
<td><a href="http://www.scu.edu.au/services/studentservices">www.scu.edu.au/services/studentservices</a></td>
</tr>
<tr>
<td>Change your password</td>
<td><a href="http://www.scu.edu.au/changepassword">www.scu.edu.au/changepassword</a></td>
</tr>
<tr>
<td>First year student support</td>
<td><a href="http://www.scu.edu.au/students/firstyear">www.scu.edu.au/students/firstyear</a></td>
</tr>
<tr>
<td>MySCU</td>
<td><a href="http://study.scu.edu.au">http://study.scu.edu.au</a></td>
</tr>
<tr>
<td>Principal teaching dates</td>
<td><a href="http://www.scu.edu.au/about/dates">www.scu.edu.au/about/dates</a></td>
</tr>
<tr>
<td>RapidPrint</td>
<td><a href="http://rapidprint.scu.edu.au">http://rapidprint.scu.edu.au</a></td>
</tr>
<tr>
<td>Schedule of units</td>
<td><a href="http://www.scu.edu.au/scheduleofunits">www.scu.edu.au/scheduleofunits</a></td>
</tr>
<tr>
<td>Student life [OASIS]</td>
<td><a href="http://www.scu.edu.au/studentlife">www.scu.edu.au/studentlife</a></td>
</tr>
<tr>
<td>Service</td>
<td>URL</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Textbooks</td>
<td><a href="http://www.coop-bookshop.com.au">www.coop-bookshop.com.au</a></td>
</tr>
<tr>
<td>Timetables</td>
<td><a href="http://www.scu.edu.au/timetables">www.scu.edu.au/timetables</a></td>
</tr>
<tr>
<td>Turnitin</td>
<td><a href="http://study.scu.edu.au/turnitin">http://study.scu.edu.au/turnitin</a></td>
</tr>
<tr>
<td>Webmail</td>
<td><a href="http://webmail.scu.edu.au">http://webmail.scu.edu.au</a></td>
</tr>
</tbody>
</table>

### About the University

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the University</td>
<td><a href="http://www.scu.edu.au/about">www.scu.edu.au/about</a></td>
</tr>
<tr>
<td>General contact details</td>
<td><a href="http://www.scu.edu.au/contact">www.scu.edu.au/contact</a></td>
</tr>
<tr>
<td>International Office</td>
<td><a href="http://www.scu.edu.au/international">www.scu.edu.au/international</a></td>
</tr>
<tr>
<td>Virtual tour</td>
<td><a href="http://www.scu.edu.au/virtualtour">www.scu.edu.au/virtualtour</a></td>
</tr>
</tbody>
</table>

### Schools and Colleges

<table>
<thead>
<tr>
<th>School</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Social Sciences</td>
<td><a href="http://www.scu.edu.au/sass">www.scu.edu.au/sass</a></td>
</tr>
<tr>
<td>Education</td>
<td><a href="http://www.scu.edu.au/education">www.scu.edu.au/education</a></td>
</tr>
<tr>
<td>Environmental Science and Management</td>
<td><a href="http://www.scu.edu.au/enviroscience">www.scu.edu.au/enviroscience</a></td>
</tr>
<tr>
<td>Gnibi – College of Indigenous Australian Peoples</td>
<td><a href="http://www.scu.edu.au/gnibi">www.scu.edu.au/gnibi</a></td>
</tr>
<tr>
<td>Health and Human Sciences</td>
<td><a href="http://www.scu.edu.au/healthscience">www.scu.edu.au/healthscience</a></td>
</tr>
<tr>
<td>Law and Justice</td>
<td><a href="http://www.scu.edu.au/law">www.scu.edu.au/law</a></td>
</tr>
<tr>
<td>Tourism and Hospitality Management</td>
<td><a href="http://www.scu.edu.au/tourism">www.scu.edu.au/tourism</a></td>
</tr>
<tr>
<td>The Hotel School Sydney</td>
<td><a href="http://www.hotelschool.scu.edu.au">www.hotelschool.scu.edu.au</a></td>
</tr>
</tbody>
</table>
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!