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How to use this guide

This course enrolment guide has been developed by the School of Arts and Social Sciences to assist students with unit selection and to facilitate online enrolment. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** sets out the rules and structure of your course. The Course Structure and Unit Availability Table lists the study periods and the Campus (Lismore, Tweed, Gold Coast, Coffs Harbour) where each of the units can be undertaken. The Table also indicates if the units are available by distance education.

- **Part Two** provides useful information in relation to important dates as well as relevant administrative information including the contact details of specialist staff within the University who are available to assist with any specific enquiries.

We encourage you to become familiar with the information in the guide and the resources available to you within the School and the University.

**What to do next:**

1. Print or download this guide onto your computer and retain it for reference throughout the year.
   First year students will receive a hardcopy. External Students will be posted a copy with their study materials and Internal Students should see their Student Liaison Officer.
2. Become familiar with the award rules and the course structure requirements.
3. Choose the units you will study this year in each study period using the Course Structure and Unit Availability Table.
4. Enrol in units for the whole year online in My Enrolment at [www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment)
5. Register for your internal classes online through My Enrolment at [www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment) once the Online Class Registration notification email from Student Services is received to your SCU webmail account [not applicable to external students].
6. If you require assistance with My Enrolment visit the Student Enrolment and Support Services site at [www.scu.edu.au/studentservices](http://www.scu.edu.au/studentservices) or contact your School Student Liaison.

**Important notice:**

The information contained in this guide is correct at the time of printing. The University reserves the right to make alterations to any information contained within this guide without notice.
Welcome

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

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

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

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

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

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

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

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

Bachelor of Ageing in the Community
Develop skills in managing health and welfare services for older, community-living people. Learn to assess the need for community care and to facilitate the integration of aged services to enable older people to ‘age in place’ with dignity and respect.
Master of Community Development (Emergency Management)
This online degree grew out of a United Nations imperative to provide training for communities so they could proactively work to reduce the effects of disasters. The course is designed to enhance professional skills and knowledge to help communities cope with major emergencies and disasters.

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

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

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

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

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

We want to make your journey through the degree as enjoyable as possible. Most students need extra support at some time and when you enrol in the Bachelor of Media you will have access to a wide range of support services: those offered through the University to all its students, as well as help from the academic and support staff.
2010 Course Rules

The Award Rules for each course are published in the Student Handbook. Hardcopies of the Handbook are available for purchase at the University Co-op Bookshops. The most up to date version of the Handbook is available online from the Southern Cross University website at www.scu.edu.au/handbook

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

Specific Award Rules

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

4.1 Requirements for an Award

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

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

To qualify for a Bachelor of Media you must complete:

• all Part A Core Units and
• one (1) eight (8) unit Part B Specialist Major and
• a second Part B Specialist Major or a University Wide Major [http://www.scu.edu.au/docs/handbook/index.php/43/] or eight (8) Electives of your choice or an eight (8) unit major from the Bachelor of Arts or Bachelor of Social Science (subject to Head of School approval).

Major Areas of Study

Social Science major choices are:
  - Government and Policy Studies
  - Counselling
  - Social Welfare
  - Community Studies

Arts major choices are:
  - Cultural Studies
  - History, Politics and Society
  - Writing

Alternatively, the Bachelor of Media encourages students to select an 8-unit program from within any major in the University.

Course Structure and Unit Availability Table

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

Part A – Core Units

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10112</td>
<td>From Page to Production: Essential Screen Skills</td>
<td></td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM01402</td>
<td>Act One: Screenwriting</td>
<td>Any 3 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00456</td>
<td>Cartoon 'Net Works: : Online Animation</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CAR10503</td>
<td>Arts Industry Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10113</td>
<td>Visions of Light: Crafting the Magic of Film</td>
<td>COM10112</td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td><strong>And choose two (2) units from the following options:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM00461</td>
<td>Making Radio: Production Essentials</td>
<td></td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td>COM00455</td>
<td>'Net Works: Online Media Design</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00447</td>
<td>The Rebirth of Frankenstein: Media and New Technologies Studies</td>
<td>Any 4 units</td>
<td>S1</td>
<td>Not available 2010</td>
</tr>
<tr>
<td>COM10628</td>
<td>To Be Continued: Media Project</td>
<td>COM10627 + any 4 units and CC approval</td>
<td>S1 &amp; S2</td>
<td>EXT</td>
</tr>
<tr>
<td>COM10626</td>
<td>Once upon a Time: Media Genres</td>
<td>3 units</td>
<td>2011 or 2012</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10625</td>
<td>This Sporting Life: Sports Media</td>
<td>6 units</td>
<td>2011 or 2012</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>
### Journalism Major

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM00481</td>
<td>The Fourth Estate: News Journalism</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10081</td>
<td>True Stories: Factual Media</td>
<td>Any 3 units</td>
<td>S1</td>
<td>EXT</td>
</tr>
<tr>
<td>CAR10503</td>
<td>Arts Industry Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00482</td>
<td>Hot Topics: Feature Journalism</td>
<td>COM00481</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>ART10275</td>
<td>Digital Photography I</td>
<td>S1, S2 &amp; S3</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>COM00455</td>
<td>*Net Works: Online Media Design</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00461</td>
<td>Making Radio: Production Essentials</td>
<td></td>
<td>S1</td>
<td>L</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10625</td>
<td>This Sporting Life: Sports Media</td>
<td>Any 6 units</td>
<td>2011 or 2012</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10626</td>
<td>Once Upon a Time: Media Genres</td>
<td>Any 3 units</td>
<td>2011 or 2012</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10628</td>
<td>To Be Continued: Media Project</td>
<td></td>
<td>S1 &amp; S2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
<td>EXT only</td>
</tr>
<tr>
<td>COM00447</td>
<td>The Rebirth of Frankenstein: Media and New Technologies Studies</td>
<td>Any 4 units</td>
<td>S1</td>
<td>Not available 2010</td>
</tr>
</tbody>
</table>

### Media Design Major

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART00630</td>
<td>Design</td>
<td></td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>ART10094</td>
<td>Digital Art and Design I</td>
<td>ART00630</td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td>COM00456</td>
<td>Cartoon *Net Works: Online Animation</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00455</td>
<td>*Net Works: Online Media Design</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CAR10503</td>
<td>Arts Industries Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10112</td>
<td>From Page to Production: Essential Screen Skills</td>
<td></td>
<td>S1</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>

And choose two (2) units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART10095</td>
<td>Digital Art and Design II</td>
<td>ART10094</td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>COM01402</td>
<td>Act One: Screenwriting</td>
<td>Any 3 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>ART10275</td>
<td>Digital Photography I</td>
<td>Quotas may apply</td>
<td>S1 &amp; S2</td>
<td>L</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
<td>EXT only</td>
</tr>
</tbody>
</table>
Media and Society Major

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>COM00447</td>
<td>The Rebirth of Frankenstein: Media and New Technologies Studies</td>
<td>Any 4 units</td>
<td>S1</td>
<td>Not available 2010</td>
</tr>
<tr>
<td>COM10625</td>
<td>This Sporting Life: Sports Media</td>
<td>Any 6 units</td>
<td>2011 or 2012</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00481</td>
<td>The Fourth Estate: News Journalism</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00482</td>
<td>Hot Topics: Feature Journalism</td>
<td>COM00481 S2</td>
<td>L, EXT</td>
<td></td>
</tr>
<tr>
<td>COM10626</td>
<td>Once Upon a Time: Media Genres</td>
<td>Any 3 units</td>
<td>2011 or 2012</td>
<td>L, EXT</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
<td>EXT</td>
</tr>
</tbody>
</table>

And choose one (1) unit from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Semester</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR10503</td>
<td>Arts Industry Studies</td>
<td>Any 16 units</td>
<td>S1 &amp; S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CUL00210</td>
<td>Australia Asia and the World</td>
<td></td>
<td>S1 &amp; S3</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>SOC10399</td>
<td>Philosophy on Screen: Film and Television</td>
<td></td>
<td>S2</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>HUM00271</td>
<td>Subjects and Citizens</td>
<td></td>
<td>S2</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>HUM00272*</td>
<td>Space Place and Travel</td>
<td>HUM00270 S1</td>
<td></td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>HUM00274*</td>
<td>EcoCultural Studies</td>
<td></td>
<td>S1</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>SOC10400*</td>
<td>Gender, Sexuality and Culture</td>
<td></td>
<td>S3</td>
<td>EXT</td>
</tr>
</tbody>
</table>

Key

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

Definitions

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

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

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

**Biennial units** are units which are only offered every second year.
**Double-weighted units** are units which are equivalent to two single-weighted units. Single-weighted units are 12 credits point and double weighted units are 24 credit points in value.

**Enrolment Restrictions** are the enrolment conditions for the particular study package (unit or course) that if relevant are found directly under any requisites for the units listed in the unit descriptions below.

**Mode Of Study**

The Bachelor of Media is offered on the Lismore Campus. All offerings will be externalised by 2012. Please be aware that some units may involve the compulsory attendance of residential workshops at our Lismore, Coffs Harbour or Tweed campuses or elsewhere, or other modes of converged delivery.

**First Year Unit Progression**

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

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

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

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295 Written Communication</td>
<td>COM10627 Telling Tales: Introduction to Digital Storytelling</td>
</tr>
<tr>
<td>COM00439 Theory in Practice: Issues in Media Studies</td>
<td>COM10499 From the Bard to Bart: Media and Popular Culture</td>
</tr>
<tr>
<td>COM10110 Caught in a Web: Designing for the Digital Space</td>
<td>COM00446 The Big Picture: Global Media</td>
</tr>
<tr>
<td>CUL00412 Indigenous Ways of Cultural Expression</td>
<td>Choose one</td>
</tr>
<tr>
<td></td>
<td>COM10082 Reel Time: Cinema in a Social Context</td>
</tr>
<tr>
<td></td>
<td>ART10275 Digital Photography I</td>
</tr>
</tbody>
</table>

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

<table>
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</tr>
</tbody>
</table>
Major Descriptions

Screen Major
A major in Screen Studies allows students to creatively, critically and technically immerse themselves in the various aspects that constitute screen culture in the twenty-first century – that is, television, online work and film – incorporating, among other things, animation, advertising, podcasts, and websites. Students are able to choose from a range of units that focus on writing, production, theory and analysis as well as gain industry experience. Overall, a Screen major equips students with diverse and essential skills in new and digital media, without sacrificing creativity.

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

Media Design Major
A major in Media Design equips students with the skills of graphic and multimedia design. It combines the study of contemporary media theory with practical experiences that prepare students to address issues of design from creative, technical, and conceptual perspectives. The major is aimed at providing a synergy of skills used in a digital context. Students will work on projects, both individually and collaboratively, which allow the knowledge they have gained to be used within an application of digital design solutions. The objective of these activities is to underpin practical knowledge with a strong platform for creative and responsive development. The demand for graduates with multimedia design skills to produce rich media content is growing, and this major allows students to become competent practitioners in an ever-changing environment.

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

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

Core Units (Compulsory)

COM10295  Written Communication

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

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

COM00439  Theory in Practice: Issues in Media Studies

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

COM10110  Caught in a Web: Designing for the Digital Space

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

CUL00412  Indigenous Ways of Cultural Expression

Introduces students to a number of historical and present-day issues related to Indigenous ways of cultural expression. Will examine the role of art, dance, music, and literature in pre- and post-invasion societies. Will also investigate the interaction between Indigenous and non-Indigenous expression and its impact on society today. Will look at the protection of Indigenous expression from exploitation through exploration of intellectual and cultural property rights. Finally will be introduced to the ways that Indigenous cultural expression includes both cultural maintenance and cultural capital.

COM10499  From the Bard to Bart: Media and Popular Culture

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

COM00446  The Big Picture: Global Media

Media industries, production processes and ways of communicating all interact internationally. This unit shows how media systems in Australia operate in a global context. Students study global events and confrontations, news and foreign correspondents, sports and press freedom in various media and regions of the world.
COM10627 Telling Tales: Introduction to Digital Storytelling

Requires regular access to the Internet.

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

COM00471 Professional Placement

Pre-requisite/s: any 16 units

Students gain professional experience in public or commercial organisations to enable them to use their knowledge and skills acquired in the Media Communications course. Students undergo both workplace and course supervision thereby gaining an understanding of how their skills and knowledge can be applied in professional environments.

Specialist Majors

Screen

COM10112 From Page to Production: Essential Screen Skills

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

COM01402 Act One: Screenwriting

Pre-requisite/s: any 3 units

Students are introduced to the theory and practice of scriptwriting with introduction to the concepts of character, plot, dialogue, and script presentation. By being exposed to and analysing examples of scripts, the student will be able to select appropriate form and content as applied to radio, film, video, television, and multimedia.

COM00456 Cartoon ‘Net Works: Online Animation

Pre-requisite/s: any 6 units

Develops students’ knowledge of the theory and practice of digital multimedia communication and production. Students apply previously learned skills in digital media by integrating text, still images, audio, video and animation, to the planning and development of a basic online animated production.

CAR10503 Arts Industry Studies

Pre-requisite/s: any 16 units; Anti-requisite/s: MUS00611 Music Business

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

COM10113 Visions of Light: Crafting the Magic of Film

Pre-requisite/s: COM10112 From Page to Production: Essential Screen Skills

Concentrates on the further development of advanced knowledge and skills, both practical and theoretical, in the pre-production, production and post-production of digital film. These skills and knowledge include research, scripting, producing, budgeting, directing performance, directing for impact, camera operating, lighting: colour, light and shade; continuity, sound design, shaping the edit, exhibition. Students will create and film a 6–8 min production.
COM10082  Reel Time: Cinema in a Social Context
Pre-requisite/s: any 3 units
Addresses film as a major communication medium in terms of its form, history and its social, cultural, economic and political contexts. By examining the production and reception of film texts in their cultural contexts students are given an understanding of the place of film in everyday life – its passion, politics and pleasures.

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

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

COM00447  The Rebirth of Frankenstein: Media and New Technologies Studies
Pre-requisite/s: any 4 units
From Frankenstein to Star Wars, Afterworld and beyond, this unit examines a range of popular culture and diverse media forms in order to introduce students to the central role of new media technologies in the emerging globalised and convergent media environment, and explores key new media phenomena including user-generated content services, cross-media production and gameplay. It emphasises the changing relationships between new and established media forms from real-world to virtual, print to digital, and producers to consumers, as well as their political, economic and cultural significance.

COM10625  This Sporting Life: Sports Media
Pre-requisite/s: any 6 units
Discusses and debates a wide range of contemporary sport media theories and practices in national and global contexts. The unit aims to introduce histories and cultures of sports media alongside issues of gender, race, drugs, violence, celebrity, economics, globalisation and ethics. Sports media texts in various forms will be analysed to enable a grasp of forms, formats and audiences.

COM10626  Once Upon a Time: Media Genres
Pre-requisite/s: any 3 units
This unit explores a range of popular genres in the film and TV industry past and present. It examines why certain genres such as science fiction, fantasy, action, vampire and superhero and horror movies thrive, the emergence of the hybrid film, why the musical won’t die and why certain films achieve cult status while others move straight to DVD. Using a range of narrative, audience, media, and genre theories, it will examine the social, psychological and cultural impact of specific stories, their structure, themes, popularity, casting, marketing and distribution and the power of endurance.
**COM10628  To Be Continued: Media Project**  
*Prerequisite: COM 10627 Telling Tales: Introduction to Digital Storytelling + any 4 units and Course Coordinator written approval*

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

**Journalism**

**COM00481  The Fourth Estate: News Journalism**  
*Pre-requisite/s: any 6 units*

Introduces students to journalism. Students will be introduced to basic aspects of news writing, research and interviewing which may be applied across print, radio, television and emerging digital media such as the Internet. They will also gain a critical appreciation of legal, ethical and professional practice issues in contemporary journalism.

**COM10081  True Stories: Factual Media**  
*Pre-requisite/s: any 3 units*

Examines a wide range of contemporary journalism theories and practices in Australia and Internationally. The cultural construction of news and its relationship to established and emerging media entertainment genres is critically discussed.

**CAR10503  Arts Industry Studies**  
*Pre-requisite/s: any 16 units*

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

**COM00482  Hot Topics: Feature Journalism**  
*Pre-requisite/s: COM00481 The Fourth Estate: News Journalism*

Completes students’ introduction to journalism as a contemporary cultural and media practice. Students will consolidate their skills in news gathering and writing, and be introduced to feature writing techniques. Students will also learn further research and interviewing skills, as well as gaining a critical understanding of key professional, legal and ethics issues relevant to journalism.

**COM00455  ‘Net Works: Online Media Design**  
*Pre-requisite/s: any 3 units*

Introduces students to a critical understanding of the theory and practices of using digital communication techniques and processes to produce web-based convergent media productions. Students acquire skills in Web site design, construction and publishing with a focus on developing standards-compliant online media content.
COM00461  Making Radio: Production Essentials
Students are introduced to essentials of radio production skills in the areas of interviewing, editing, announcing and technical operations of the radio studio. Radio concepts and practice support the acquisition of effective radio communication, industry awareness, and sonic elements in media.

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

SOY10114  Arts Project
Pre-requisite/s: any twenty (20) units.
Provides students with an opportunity to pursue in depth a topic of particular interest to them arising from theoretical or practical issues raised in earlier units of the Major being undertaken within their Bachelor degree. A supervisor chosen from their field of study will review progress towards a major project. Research/creative projects will be closely supervised by an interdisciplinary team chosen from the School and can be undertaken independently or as a group activity.

COM00447  The Rebirth of Frankenstein: Media and New Technologies Studies
Pre-requisite/s: any 4 units
From Frankenstein to Star Wars, Afterworld and beyond, this unit examines a range of popular culture and diverse media forms in order to introduce students to the central role of new media technologies in the emerging globalised and convergent media environment, and explores key new media phenomena including user-generated content services, cross-media production and gameplay. It emphasises the changing relationships between new and established media forms from real-world to virtual, print to digital, and producers to consumers, as well as their political, economic and cultural significance.

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

COM10626  Once Upon a Time: Media Genres
Pre-requisite/s: any 3 units
This unit explores a range of popular genres in the film and TV industry past and present. It examines why certain genres such as science fiction, fantasy, action, vampire and superhero and horror movies thrive, the emergence of the hybrid film, why the musical won't die and why certain films achieve cult status while others move straight to DVD. Using a range of narrative, audience, media, and genre theories, it will examine the social, psychological and cultural impact of specific stories, their structure, themes, popularity, casting, marketing and distribution and the power of endurance.
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Students undertake a major media project, individually or in a team, and a critical evaluation of the outcome. The production will be publishable in an actual media context, whether as a print, online, radio or audiovisual product. Students will work with an appropriate supervisor in conjunction with the Unit Assessor. Students will be required to achieve progress goals towards completion of the project by the end of semester.

Media Design

ART00630  Design
Introduces the basic principles of two and three dimensional Design and, through a combination of practice and theory, provides a background to further study within a range of contemporary visual fields.

ART10094  Digital Art and Design I
Pre-requisite/s: ART00630 Design
Introduces students to digitally produced images and to the associated hardware and software environments. Practical skills in image acquisition, image manipulation and image output are developed. Critical evaluative skills are developed through the production of a portfolio of work and through the analysis of contemporary visual design practice.

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

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

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

COM10112 From Page to Production: Essential Screen Skills
Introduces students to the theory and practice of digital film production: research, scripting, budgeting, directing, producing, camera operating, lighting, sound recording and editing. Students will design and shoot a 30 second commercial.
ART10095  Digital Art and Design II  
*Pre-requisite/s: ART10094 Digital Art and Design I*  
Develops the practical skills and critical understanding of digital imaging through the production of a portfolio. Explores the design concepts associated with contemporary publications with an emphasis on the use of typography.

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

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

Media and Society

COM10082  Reel Time: Cinema in a Social Context  
*Pre-requisite/s: any 3 units*  
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Pre-requisite/s: any 6 units
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COM00482  Hot Topics: Feature Journalism
Pre-requisite/s: COM00481 The Fourth Estate: News Journalism
Completes students’ introduction to journalism as a contemporary cultural and media practice. Students will consolidate their skills in news gathering and writing, and be introduced to feature writing techniques. Students will also learn further research and interviewing skills, as well as gaining a critical understanding of key professional, legal and ethics issues relevant to journalism.

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Pre-requisite/s: any 3 units
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SOY10114  Arts Project
Pre-requisite/s: any twenty (20) units.
Provides students with an opportunity to pursue in depth a topic of particular interest to them arising from theoretical or practical issues raised in earlier units of the Major being undertaken within their Bachelor degree. A supervisor chosen from their field of study will review progress towards a major project. Research/creative projects will be closely supervised by an interdisciplinary team chosen from the School and can be undertaken independently or as a group activity.

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

CUL00210  Australia Asia and the World
Australia, Asia and the World introduces students to a study of the historical, cultural, social and political implications of Australia in a globally interconnected world. Through an emphasis on contextual and cultural literacy, students orient themselves as citizens of the world.

SOC10399  Philosophy on Screen: Film and Television
Introduces students to key ideas and discussions in philosophy through applying cultural analysis in the study of film and television. Students will identify and critically engage with philosophical debates in contemporary contexts and the media. Access to a computer network and DVD player will be necessary to complete the requirements of the unit.
HUM00271  Subjects and Citizens

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

HUM00272  Space Place and Travel

Pre-requisite/s: HUM00270 Introduction to Cultural Studies

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

HUM00274  EcoCultural Studies

This unit is offered once every two years.

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

SOC10400  Gender, Sexuality and Culture

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

Bi annual unit

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

Possible Elective Grouping

Alongside your Screen, Journalism, Media Design or Media and Society major, you might choose to do eight (8) Electives, or another major from anywhere in the university, so that you can include specialist studies within your Bachelor of Media and increase the range of your career options. For example a sports journalist requires specialist sports studies knowledge, a media liaison officer will need an understanding of marketing and organisational communications, and an animator may require specialist drawing and sound skills.

If you are considering electives you will increase your career prospects if you take coherent sequences of at least four units from specific discipline areas. Please consult the SCU Handbook (www.scu.edu.au/handbook) for unit descriptions for elective units.

We have matched some suggestions to media career pathways below:
Creative Writing: publishing, screenwriting, broadcasting, criticism
(take with Journalism or Media and Society majors)
ENG00400  Introduction to Written Texts
ENG00410  Introduction to Creative Writing
ENG00401  Issues and Themes in Contemporary Writing
ENG00408  Writing Project
ENG00406  Theories of Text and Culture
ENG00411  Writing Genre
ENG10164  Auto/biography
ENG00403  Prose
ENG00407  Writing for Performance
ENG10022  Writing from the Edge
HIS10018  Writing Place: Landscapes, Memory, History

Sound: radio broadcasting and production, film sound production, advertising, music journalism
(take with Journalism or Screen majors)
COM00461  Making Radio: Production Essentials
MUS00497  Introduction to Music Technology
ENE00400  Audio Engineering 1
MUS10509  Contemporary Music Styles
MUS10545  Global Perspectives in Music

Digital Art and Design: web design, animation, publishing
(take with Media Design, Journalism or Screen majors)
ART00630  Design
ART10094  Digital Art and Design I
ART10095  Digital Art and Design II
ART10096  Digital Art and Design III
COM00455  ‘Net Works: Online Media Design
COM00456  Cartoon ‘Net Works: Online Animation

Marketing: marketing, media liaison, advertising, media buying
(take with Journalism, Media and Society or Screen majors)
MKT00075  Marketing Principles
MKT00102  Consumer Behaviour
MKT00150  Global Marketing
MKT00152  Sales & Promotion Management
MKT00153  Advertising & Media Strategies
BHS000161  Interpersonal Communication
MNG00132  Organisational Communication
Animation: web publishing, video production  
(take with Media Design or Screen majors)
- ART00406  Studio Drawing 1
- ART00630  Design
- ART10094  Digital Art and Design I
- COM00455  'Net Works: Online Media Design
- COM00456  Cartoon 'Net Works: Online Animation
- COM00461  Making Radio: Production Essentials

Multimedia Technology: multimedia design, web development  
(take with Media Design or Screen majors)
- CSC00235  Applications Development
- ISY00245  Principles of Programming
- ISY10209  Web Development I
- CSC10217  Web Development II
- CSC10214  Interactive Multimedia Development 1
- CSC10215  Interactive Multimedia Development 2

Sports Studies: sports journalism  
(take with Journalism major)
- HEA00331  Principles of Behaviour in Physical Activity
- MNG00301  Sport Management Principles
- MNG00303  Sport Organisation Leadership
- SOY00011  Sport Tourism
- FIN00320  Sport Economics and Finance
- HMS00202  Principles and Practices of Sport and Exercise Science
- HEA00332  Sport and Exercise Psychology
- MKT00205  Sport Promotion and Public Relations
- MKT00320  Sport Marketing
- MNG00306  Sport Business
- MNG00307  Sports Policy and Planning

Politics and International Studies: journalism, media liaison, policy, administration, documentary and film-making  
(take with Media and Society, Journalism or Screen majors)
- POL10244  Introduction to Politics
- POL00010  Local Government
- POL00005  Political Ideologies
- POL00013  Global Social Movements
- POL10024  Justice in World Politics
- POL10023  Peace, War and International Politics
Sociology: journalism, media liaison, analysis, policy, documentary and film-making
(take with Media and Society, Journalism or Screen majors)

(SOC00118) Introduction to Sociology
(SOC0011a) Global Inequality
(SOC01123) Deviance in Society
(SOC10027) Internet Society
(SOC10274) Non-standard lives: work and family in Australia
(SOC10430) Religions and the State
(SOC10238) Ethics in Society

Cultural Studies: journalism, documentary-making, media liaison
(take with Media and Society, Journalism or Screen majors)

(HUM00270) Introduction to Cultural Studies
(HUM00271) Subjects and Citizens
(HUM00272) Space, Place and Travel
(HUM00273) Borderlands
(CUL00211) Perspectives on Australia
(HUM00274) EcoCultural Studies
(HUM00275) Cultural Studies Research Project
(SOC10400) Gender, Sexuality and Culture (2009)

*Note SOY10114 Arts Project is a final year research unit available to any student who has completed 20 units and wishes to do research in one of their major fields.
Other Important Information

Textbook List
This is available in the Student Centre (SASS). All text lists will be displayed on the University Co-op Bookshop website from early January 2010 at www.coop-bookshop.com.au. You will be able to check your text lists, prices and availability from this site.

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

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

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

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

University Policy
It is University policy that:

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

Hazards: Their effect and their control
Hazards you may encounter can be:

• physical
• chemical
• biological
• psychological.

In many instances multiple hazards are present.

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

- electrical
- noise & vibration
- manual hazards.

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

To guard against electrical hazards:

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

2. Noise and vibration
Noise has two characteristics:

- intensity (or loudness)
- frequency (or pitch).

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

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

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

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

A load is hazardous to lift if it:

- is too heavy
- has moving parts
- is difficult to grip or control
- is poorly positioned away from the body
- is hot or cold
- contains dangerous substances.
The Legislation

The *Occupational Health & Safety Act 1983* is administered and enforced by the Workcover Authority of NSW.

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

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

Equipment Faults

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

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

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

Tutor Details

Distance Education (External) students will be advised of their tutor details including contact information by the end of week three of the semester. 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 in the Unit Information Guide and online in the MySCU Blackboard Learning Site under Staff Details.

Assignments

If you are an external student seeking an extension for your assignments, our Student Liaison Team can normally approve an extension for 1 week. If you are an internal student, or if you are requesting extensions exceeding 1 week, your request should be directed to your tutor or Unit Assessor. Regardless of whether your extension has been approved by our Student Liaison Team we encourage you to contact your tutor or Unit Assessor before the final date for submission.

Your assignments will generally be marked within 2 weeks of the date they are received by the Unit Assessor or tutor. Do not forget that unless you live locally, posting both ways can add up to 6 days to the process.

You will receive comments on your assignments that explain the grade awarded to them, and there will generally be comments within your assignments 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 one of your assignments in a unit is assessed by your tutor as requiring more work before it reaches Pass standard you will be offered the opportunity to rework and resubmit it. In this event you can expect that there will be a clear indication from your tutor of what you need to do to reach the required standard. Unfortunately this offer can be made only once per unit, and any resubmitted assignments can only receive a Pass grade.

If you believe that your grade on an assignment should be higher, you can contact your Unit Assessor and ask for it to be remarked by another staff member. To do this you will need to submit a fresh, unmarked copy of the assignment together with the first – and the second grade will be recorded as your result whether it is higher or lower than the first.
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 semester?
A: The School recommends that students allow 10 hours per week per unit that they enrol in. If you have full-time family or work commitments, we would encourage you to commence with no more than two units. If you are able to manage two units it is possible to increase your study load to three or four units in later semesters. Similarly, if you know you are going to have a busy semester outside of university you may like to consider studying only one unit for that semester. However, you should be aware of the time limits allowed for the completion of your course under the University Rules (see limits below). It is important to keep in mind that employment related problems and the pressure arising from the demands of other units of study are generally not considered to be acceptable grounds for an extension or requests for special consideration. However, if you are experiencing difficulties then you should contact your unit assessor to discuss whether or not the policy applies to your situation.

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

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

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

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

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

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

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

Q: If I want to buy my own computer, what sort should I get?
A: You may find a laptop most useful. We are mostly an Apple Macintosh program in Media so most of the computers you use on campus will be Mac. But we work mainly with cross platform applications, so don’t be concerned if that’s all you can afford. All on campus units offer ways and means to access our equipment in labs or studios or edit facilities.

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

Q: Will a Bachelor of Media guarantee a job for me in the media?
A: No but it will help your chances a great deal. Media jobs are highly sought after and the field is very competitive. You are encouraged to use your student days to build up a great portfolio of work and a very strong CV that includes work experience and good grades in your studies. Don’t expect to become a famous film director, TV presenter or foreign correspondent overnight. You may need to work towards a cadetship, or take further specialist media training or study (e.g. at AFTRS) to get a high-powered job. Employers say that what they want from a media graduate in addition to some media production experience is critical and creative thinking skills, excellent communications and research skills, and the ability to work independently as well as in teams and use initiative, so these are the skills you must develop through your study at SCU.

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

Student Liaison Team

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

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

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

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Team Leader Margot Howard</td>
<td>02 6620 3603</td>
</tr>
<tr>
<td>Bachelor of Arts Primary Course Contact Emily O’Connor</td>
<td>02 6620 3342</td>
</tr>
<tr>
<td>Bachelor of Arts Secondary Contact Di Williams</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Media Primary Course Contact Di Williams</td>
<td>02 6620 3894</td>
</tr>
<tr>
<td>Bachelor of Media Secondary contact Emily O’Connor</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Social Science Primary Course Contacts – Kate Baird (relieving until April 2010)</td>
<td>02 6620 3133</td>
</tr>
<tr>
<td>Bachelor of Social Science Secondary Contact Samantha Bruggy (returning April 2010)</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Visual Arts Primary Course Contact Liz Patch</td>
<td>02 6620 3784</td>
</tr>
<tr>
<td>Bachelor of Contemporary Music Primary Course Contact Monika Sudull</td>
<td>02 6659 3309</td>
</tr>
<tr>
<td>Bachelor of Ageing in the Community Primary Course Contact Monika Sudull</td>
<td>02 6659 3309</td>
</tr>
<tr>
<td>Student Liaison Officer – Coffs Harbour Monika Sudull</td>
<td>02 6659 3309</td>
</tr>
<tr>
<td>Student Liaison Officer – Tweed Heads Richelle Blackshaw-Smith</td>
<td>07 5506 9351</td>
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</tbody>
</table>

Student Liaison Staff Locations

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<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Fax:</th>
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<tbody>
<tr>
<td>Lismore</td>
<td>B Block, Level 3</td>
<td>02 6622 1683</td>
</tr>
<tr>
<td>Coffs Harbour</td>
<td>M Block, Ground Floor</td>
<td>02 6659 3103</td>
</tr>
<tr>
<td>Tweed Gold Coast</td>
<td>CCA Block, Room 4</td>
<td>07 5506 9363</td>
</tr>
</tbody>
</table>
Emailing Your Enquiries

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

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

Academic Staff

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

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

### Course Coordinator – Bachelor of Media

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Dr Lisa Milner</td>
<td>02 6659 3916</td>
<td><a href="mailto:lisa.milner@scu.edu.au">lisa.milner@scu.edu.au</a></td>
<td>Coffs Harbour Room: MG.27</td>
</tr>
</tbody>
</table>

### Lecturers/Unit Assessors

<table>
<thead>
<tr>
<th>Name</th>
<th>Course/Specialisation</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>A/Prof Karen Brooks</td>
<td>From The Bard to Bart: Media and Popular Culture, The Rebirth of Frankenstein: Media &amp; New Technology Studies, Cartoon 'Net Works: Online Animation, 'Net Works: Online Media Design</td>
<td>02 6620 3366</td>
<td><a href="mailto:karen.brooks@scu.edu.au">karen.brooks@scu.edu.au</a></td>
<td>Lismore Room: B2.45</td>
</tr>
<tr>
<td>Dr Rebecca Coyle</td>
<td>Caught in a Web: Designing for the Digital Space, Professional Placement, Making Radio: Production Essentials, Hot Topics: Feature Journalism</td>
<td>02 6620 3905</td>
<td><a href="mailto:rebecca.coyle@scu.edu.au">rebecca.coyle@scu.edu.au</a></td>
<td>Lismore Room: D2.12</td>
</tr>
<tr>
<td>Andrew Jones</td>
<td>Theory in Practice: Issues in Media Studies, Reel Time: Cinema in a Social Context, Act One: Screenwriting</td>
<td>02 6620 3164</td>
<td><a href="mailto:andrew.jones@scu.edu.au">andrew.jones@scu.edu.au</a></td>
<td>Lismore Room: D2.1</td>
</tr>
<tr>
<td>Dr Lisa Milner</td>
<td>The Big Picture: Global Media, True Stories: Factual Media</td>
<td>02 6659 3916</td>
<td><a href="mailto:lisa.milner@scu.edu.au">lisa.milner@scu.edu.au</a></td>
<td>Coffs Harbour Room: MG.27</td>
</tr>
</tbody>
</table>
## Technical Services

<table>
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<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Technical Coordinator</td>
<td>Alan Hughes</td>
<td>02 6620 3893</td>
<td><a href="mailto:alan.hughes@scu.edu.au">alan.hughes@scu.edu.au</a></td>
</tr>
<tr>
<td>Media Facilities Officer</td>
<td>Ian Slade</td>
<td>02 6620 3865</td>
<td><a href="mailto:ian.slade@scu.edu.au">ian.slade@scu.edu.au</a></td>
</tr>
<tr>
<td>Technical Officer – Media</td>
<td>Rodney Douglass</td>
<td>02 6620 3893</td>
<td><a href="mailto:rodney.douglass@scu.edu.au">rodney.douglass@scu.edu.au</a></td>
</tr>
<tr>
<td>Technical Officers – D Block &amp; Contemporary Music</td>
<td>Jon Pinkerton</td>
<td>02 6620 3909</td>
<td><a href="mailto:jon.pinkerton@scu.edu.au">jon.pinkerton@scu.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Troy Schmidt</td>
<td>02 6620 3909</td>
<td><a href="mailto:troy.schmidt@scu.edu.au">troy.schmidt@scu.edu.au</a></td>
</tr>
</tbody>
</table>

## School Administration

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Jim McKay</td>
<td></td>
<td><a href="mailto:sasshos@scu.edu.au">sasshos@scu.edu.au</a></td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Associate Professor Karen Brooks</td>
<td></td>
<td><a href="mailto:sassdhos@scu.edu.au">sassdhos@scu.edu.au</a></td>
</tr>
<tr>
<td>Administrative Coordinator:</td>
<td>Vicki Woods</td>
<td>02 6659 3172</td>
<td><a href="mailto:vicki.woods@scu.edu.au">vicki.woods@scu.edu.au</a></td>
</tr>
<tr>
<td>Student Support Administrator:</td>
<td>Mark Wittleton</td>
<td>02 6659 3210</td>
<td><a href="mailto:mark.wittleton@scu.edu.au">mark.wittleton@scu.edu.au</a></td>
</tr>
<tr>
<td>Assistant to Head of School:</td>
<td>Kay Bromwich</td>
<td>02 6620 3136</td>
<td><a href="mailto:kay.bromwich@scu.edu.au">kay.bromwich@scu.edu.au</a></td>
</tr>
<tr>
<td>Administrative Assistant Lismore:</td>
<td>Wendy Broome</td>
<td>02 6620 3114</td>
<td><a href="mailto:wendy.broome@scu.edu.au">wendy.broome@scu.edu.au</a></td>
</tr>
<tr>
<td>Administrative Assistant Coffs Harbour:</td>
<td>Bianca Considine</td>
<td>02 6659 3686</td>
<td><a href="mailto:bianca.considine@scu.edu.au">bianca.considine@scu.edu.au</a></td>
</tr>
</tbody>
</table>
This section of the guide is a summary of administrative and general information relative to students and their studies. Wherever possible you will be directed to sources of further information and assistance. A comprehensive list of useful websites is located at the end of this guide.

Online enrolment
To assist students to enrol online Students Services have developed an easy reference guide called ‘Getting started at SCU’. This guide outlines the nine easy steps to online enrolment. Students can download a copy of ‘Getting started at SCU’ at www.scu.edu.au/enrol/index.php/3.

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.

The University offers very few Undergraduate fee-paying courses; the majority of SCU fee-paying courses are available for postgraduate study.

Commonwealth-supported students
A Commonwealth-supported place (formerly known as a HECS 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 the students, 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 Website (located at the end of this guide).

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 ‘MyEnrolment’.
The deadline for finalising payment arrangements for each unit of study is the census date. Commonwealth supported students can pay for all or part of their Student Contribution upfront or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

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

**Domestic fee paying students**

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

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

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

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

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

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when their income is above the nominated minimum threshold.

**International on-shore and miscellaneous fee paying students**

International onshore students and miscellaneous fee paying students are required to ensure that their fees are paid on or before two weeks prior to the start of the study period.

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and Fees websites (located at the end of this guide).

To contact the International Office:

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

**More information**

For more information on University fees or Commonwealth supported places go to the University’s Fee website and www.gointouni.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.

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 may differ for different units within a study period. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To check the census date applicable to a unit within a study period, go to ‘MyEnrolment’ and select ‘Current Enrolment’ from the menu item called ‘My Study Plans’. Each unit in which a student is enrolled will be displayed with the census date clearly identified.

Advanced standing

Southern Cross University Academic Policy allows for the granting of advanced standing, credit transfer and recognition of prior learning (RPL) as mechanisms for recognising the prior learning and professional experience and/or the prior formal education of students enrolling in SCU award courses.

There are two ways in which a student may be granted credit towards a qualification at SCU:

Recognition of prior learning (RPL) – a process that recognises a person’s non formal learning; and

Credit transfer from prior formal studies – a process where prior formal studies is used to claim access to, or the award of credit in, a course of study at SCU.

A student may apply for advanced standing at any time from the date of their application. However, all applications for advanced standing must be made prior to the commencement of a student’s last study period. All applications for advanced standing must be accompanied by supporting documentation, examples include:

- Statement of Attainment for a partially completed qualification
- Certification of a previous qualification or award
- Transcript displaying grades relevant to a completed qualification or award
- A detailed Course Outline and/or relevant Unit Statements for previously completed qualifications or awards

Where an application is submitted on the basis of non-formal learning:

- Cover letter stating why advanced standing should be granted
- Up to date Curriculum Vitae/Resume
- Duty Statements and Performance Reviews listing key performance and achievements
- Records of workplace training in a diary or professional development register
- Detailed third party reports/statement of service from current and previous employers or trainers (this is not a reference and should detail length of service, full or part time capacity and list primary responsibilities and duties)
• Confirmation of relevant unpaid or volunteer experience (list years of full time experience or equivalent part-time)
• Work samples e.g., creative portfolio or project evidence

HINT: if commencing/first year students intend to submit an application for Advanced Standing they should do so prior to the commencement of the study period as approved advanced standing may affect a student’s study plan, planned unit enrolment and course progression.

Students will be notified in writing of the decision regarding their advanced standing application.

An application form for Advanced Standing is available from the University’s Document Downloads website (located at the end of this guide).

For further information please contact your School/College Student Liaison or Support Team.

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) you wish 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.

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

Variation to enrolment

A student may vary their original unit enrolment details through ‘MyEnrolment’. Please note that deadlines exist for enrolment variation and course/unit withdrawals. These dates are set out in the Principal Dates section of the Student Handbook and can affect a student’s academic record and financial liability.

Please Note: 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 – refer to the section in this guide ‘Withdrawing From a Course or Unit’.
Class timetabling

Information about class timetables is available from the University’s Class and Exam Timetables website (listed at the end of this guide). This represents the most up-to-date timetable information for SCU on-campus students and does not apply to external studies.

Please continue to check timetables periodically as times may change. Coffs Harbour campus timetable enquiries should be directed to the relevant School/College.

Class registration

Students will receive an email from Student Services advising when class registration is open. Students can then register for classes through ‘MyEnrolment’ by clicking on ‘Timetable/Class Registration’ under the menu ‘My Classes’. Students may also swap classes using ‘MyEnrolment’.

Please note: some students do not register for classes, for example, external/university wide students.

It is advisable for students to 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.

A student may be required to attend one or more activities to meet the requirements of a particular enrolled unit. Registration into a class for each activity is necessary (such as a lecture, tutorial, practical, workshop or lab session).

Where an activity is scheduled more than once, a student may have a choice of class attendance and will need to select their preferred class. HINT: the earlier a student registers for classes, the greater chance they have of gaining their first preference of class.

For activities where only one class exists a student may have already been registered.

For more information about class registration please visit www.scu.edu.au/services/studentservices/index.php/dds/ and download the student support documentation: My Classes – Registering in Classes; and My Classes – Swapping Classes.

Staying in touch with SCU

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

Students should also regularly access ‘MySCU’, (the University’s on-line 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 on-line assessments.

The University encourages the use of electronic mail (e-mail) to enhance communications and the sharing of knowledge and ideas. University e-mail services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student e-mail 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 e-mail to a private e-mail address is permitted.

Forwarding instructions are detailed in MyEnrolment 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 E-mail Accounts.
Withdrawing from a course or unit

A student may withdraw from their course or unit(s) through MyEnrolment.

After certain dates in the academic calendar have passed (census date, final date for withdrawal without failure), withdrawing from a unit can have a serious impact on a student’s financial liability and/or academic record. It is the responsibility of a student to be aware of these dates and consequences before withdrawing from a course or unit.

Regulations relating to a course or unit withdrawal are set out in the Enrolment Rules, which are printed in the Rules section of the Student Handbook (see Rules 2.6–2.8). Students should be familiar with these rules.

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.

Unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/ 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

All other students who require further information or assistance should contact Student Services on:

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

Leave of absence

To be eligible to take a leave of absence for up to 12 months a student must have remained enrolled in at least one unit of study past a census date. Please refer to Rules Relating to Awards in the Student Handbook (see Rule 2.7(a–f)).

An application for leave is submitted through MyEnrolment.

A leave of absence for a further 12 months may be taken with written approval from the Head of School/College.

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/College’s Student Liaison or Support Team
• a Student Services Enrolment Officer:
  Phone: 1800 626 481
  Email: enrol@scu.edu.au

Orientation and transition

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

To find out more go to www.scu.edu.au/orientation
‘Beat the Stress Week’

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

To find out more go to [www.scu.edu.au/orientation](http://www.scu.edu.au/orientation)

FirstYear@SCU – Support for first year students

Southern Cross University understands that the transition to University life and culture can be a challenging experience particularly for first time or first year students. Southern Cross University has developed a website to assist students successfully make the transition from their previous educational experience to learning within a higher education environment. The FirstYear@SCU website contains a wealth of information, resources and support services designed to enhance a student’s experience during their first year at SCU. Students can access the First Year@SCU site at: [www.scu.edu.au/firstyear](http://www.scu.edu.au/firstyear)

Student support services

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

The contact details for Student Health and Support Services are:

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

**Medical**
- Lismore +61 2 6620 3943
- Coffs Harbour +61 2 6659 3263

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

**Chaplaincy**
- Lismore, Tweed, Gold Coast & Coffs Harbour +61 2 6620 3943

**Student Mentoring**
- Lismore, Tweed, Gold Coast +61 2 6620 3419
- Email rob.cumings@scu.edu.au
- Coffs Harbour & Distance Education +61 2 6659 3643
- Email jo.mason@scu.edu.au

For more information visit [www.scu.edu.au/studentsupportservices](http://www.scu.edu.au/studentsupportservices)
Textbooks

Textbook lists are included in all unit statements and on the Co-op Bookshop’s website. Textbooks can be purchased from the Co-op Bookshop. Limited copies of required texts are also held in the University Library. Books of Readings are sometimes produced by Schools/Colleges to either supplement or replace textbooks and are also available in the University Library.

The 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

**Tweed campus**
- Phone: +61 7 5536 8566

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

Study resources

**Distance education students**

Distance education students (external, university wide) will be forwarded the relevant study materials for external units, including study guides and books of readings, either on CD or in hard copy. These will be forwarded to the ‘courier’ address listed in the student contact details. Please ensure that this address is kept up to date at all times. Study materials are also available on-line in MySCU.

If study materials are not received by the commencement of the study period, the student should immediately contact their School/College’s External Studies Dispatch Officer by email or telephone.

**Internal (on-campus) students**

Internal (on-campus) students are required to access the Book of Readings for each unit and may also be required to obtain a copy of the unit Study Guide (where applicable). These documents can be accessed electronically from the eReserve website. Some material will not be available to view online due to copyright restrictions.

To access eReserve, visit [ereserve.scu.edu.au](http://ereserve.scu.edu.au)

Study materials can be printed as required through RapidPrint at [rapidprint.scu.edu.au](http://rapidprint.scu.edu.au). Your SCU username and password is required.

**MySCU**

‘MySCU’ is a student’s personalised learning portal giving access to a unit ‘Learning Site’ for each enrolled unit.

It is important that students log into MySCU regularly as these learning sites will be a primary source of information throughout the study period. Through these sites students can access unit and assessment information, study materials and resources, including the Study Guide and Unit Information Guide. They also contain on-line assessment activities, Elluminate sessions, notice boards, on-line discussions, blogs and wikis. MySCU facilitates communication between other students and the Unit Assessor.
HINT: Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

To access MySCU:

http://study.scu.edu.au
Username: John citizen
Password: D.O.B (ddmmyyyy)

(N.B. When you first log in you will be asked to change your password.) Remember your new one!

Links are provided to:
- MyEnrolment
- Timetables
- Webmail
- Library
- Academic Skills Development Unit

If a student is unable to gain access to a particular unit site they should check their enrolment status through MyEnrolment.

Online student centre
Most Schools/Colleges have a ‘Student Centre’ site (similar to a unit learning site) where School and course information, announcements, enrolment information, referencing guidelines, support materials, textbook lists, forms and coversheets can be accessed.

To find out if the School/College has a Student Centre, go to MySCU:

http://study.scu.edu.au
Enter student Username
Enter ‘MySCU’ Password
Scroll down to the heading ‘Information Sites’, click on the appropriate link
Where applicable, students should check this site on a regular basis.

University Library
The library provides a wide range of services, print and electronic resources to support students in their study and assessment tasks, including distance education students and students with special needs.

To discover what library services are available, online resources and the various ways to get help download the Library Guide to Website Services. Distance education students can also download the Distance Education Services Brochure (website: http://www.scu.edu.au/library).

Library services and resources include:
- **Getting Help:** librarian assistance, finding information, referencing, EndNote and Copyright.
- **Online Resources:** catalogue, databases, journals, electronic books, past examination papers, search tools, useful websites, eReserve, ePublications and Theses
- **Library Services:** borrowing, document supply and podcasts
- **Subject Guides:** subject guides and database guides.
Southern Cross University Library contact details are:

**Lismore campus**
- Freecall: 1800 659 460 or 6620 3752
- Fax: +61 2 6620 3875
- Email: libdesk@scu.edu.au

**Coffs Harbour campus**
- Phone: +61 2 6659 3232
- Fax: +61 2 6659 3234
- Email: coffslibrary@scu.edu.au

**Tweed, Gold Coast campuses**
- Phone: +61 7 5506 9205
- Fax: +61 7 5506 9332
- Email: goldcoastlibrary@scu.edu.au

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**Academic Skills Development Unit**

The Academic Skills Development Unit provides educational support by developing students’ critical thinking, academic language and learning skills as well as providing strategies for effective study and time management.

The Academic Skills Development Unit offers a free SCU service to support on-campus and distance education students. On-campus students can make an appointment to see one of the Academic Skills Development Unit staff and/or to attend workshops. Academic Skills Development Unit staff work with distance education students on an individual basis via the telephone, fax or email.

The Academic Skills Development Unit provides:

- **Academic Skills CD**: developed by and available from the Academic Skills Development Unit. This CD, titled ‘What’s Expected of Me at University?’ helps students understand and develop the academic skills required to succeed at university.

- **Topic specific workshops**: effective reading, referencing, writing paragraphs and essays, maths and science. Workshops are also available via podcasts or Elluminate. The Academic Skills Development Unit Calendar is available at [www.scu.edu.au/academicskills](http://www.scu.edu.au/academicskills).

- **Individual consultations**: analysing assignment questions, assignment writing, assignment review, preparing for exams, reading, note-taking and time management.

Specific learning assistance for International Students is also provided through the Academic Skills Development Unit at Southern Cross University. International students who need to consult with an Academic Skills adviser should contact Susan Fryer at Lismore and Tweed campuses [academicskills-intlils@scu.edu.au](mailto:academicskills-intlils@scu.edu.au) or [academicskills-inttgc@scu.edu.au](mailto:academicskills-inttgc@scu.edu.au), and Clare Heesom at Coffs Harbour [academicskills-intcoffs@scu.edu.au](mailto:academicskills-intcoffs@scu.edu.au). Students may self-refer or be referred by lecturers.

International students at SCBIT are supported by Rhonda Munro [rmunro@academic.scbit.edu.au](mailto:rmunro@academic.scbit.edu.au)

International students at Coffs Harbour, Lismore and Tweed Heads are also encouraged to attend generic and discipline specific workshops advertised on the ASDU website and the International Office blackboards.
The contact details for Academic Skills Development are:

**Lismore Campus in the Library, Level 3**
- **Phone:** +61 2 6620 3386
- **Email:** academicskills@scu.edu.au

**Coffs Harbour Campus**
- **Phone:** +61 2 6659 3323
- **Email:** academicskills-coffs@scu.edu.au

**Tweed Heads Campus**
- **Phone:** +61 7 5506 9200
- **Email:** academicskills-tgc@scu.edu.au

**International Office**
- **Phone:** +61 2 6620 3876
- **Email:** intoff@scu.edu.au

For further information visit the website: [www.scu.edu.au/academicskills](http://www.scu.edu.au/academicskills)

### 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 telephone, email, instant messaging, SCU Connect and MySCU.

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

### Information technology and technical support

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

These services include:

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

The contact details for IT&TS are:

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

**Lismore, Tweed Heads and Gold Coast campuses**
- **Phone:** +61 2 6620 3698
- **Email:** helpdesk@scu.edu.au
- **Website:** [www.scu.edu.au/it](http://www.scu.edu.au/it)

**Coffs Harbour campus**
- **Phone:** +61 2 6659 3080
- **Email:** chec.helpdesk@scu.edu.au
- **Website:** [http://checit.scu.edu.au](http://checit.scu.edu.au)
Early engagement and intervention support

Southern Cross University has a whole-of-university approach and Academic Policy dedicated to improving student retention and supporting students to successfully complete their studies.

Students should familiarise themselves with this policy, in particular Part 3, Student retention and standing. Students can access this policy via a policy link in MyEnrolment by selecting ‘Grades’ under ‘MyGrades’.

Most Schools/Colleges undertake an early on-line orientation assessment or activity that is associated with at least one core unit during the first year. Students enrolled in this unit are required to participate in this on-line assessment as advised in the Unit Information Guide. If further information is required please contact your School/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.

Exams 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) will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre immediately. Changes to an examination centre are made in MyEnrolment. Select the ‘Change External Exam Centre Details’ link under ‘My Details’. Changes less than four (4) weeks prior to the commencement of an examination period attract an additional administrative charge.

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. Please read all information carefully and follow all instructions.

The ‘Draft Exam Timetable’ and the ‘Final Exam Timetable’ are published on the SCU website and in MyEnrolment. To view, select ‘Exam Timetable’ under ‘My Exams’.

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.

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 Progressions Unit:

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

Special consideration/special exam

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 medical or other extenuating circumstances, 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. 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/College and on the Student Services website. All applications for special consideration/special exam must be accompanied by supporting documentation and/or corroborative evidence as follows:

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

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

**State, National or International sporting or cultural events**
- A statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University’s timetable.

**Grades and academic standing**

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

There are four categories of standing:

- **GPA 3.0 or above**: The student will commence their studies in this category, and once they have obtained final grades in units will then obtain a GPA for that study period.

- **Seek Help**: The student has a GPA greater than or equal to 2.50 and below 3.00 in their units for that study period.

- **Must Get Help**: The student has a GPA below 2.50 in their units for that study period.

- **Excluded**: The student has obtained a GPA below 2.50 in their units for two consecutive study periods.

Students can access their grades and academic standing in MyEnrolment by selecting ‘My Grades’. Here they will also find a link to the relevant policy – *Academic Policy, Part 3, Student retention and standing*. 
## General Information

### Key Dates for 2010

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<thead>
<tr>
<th></th>
<th>Session 1, 2010</th>
<th>Trimester A, 2010</th>
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<tbody>
<tr>
<td>Orientation and transition</td>
<td>Monday, 15 February – Friday, 19 February</td>
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<tr>
<td>Commence date</td>
<td>Monday, 22 February</td>
<td>Monday, 18 January</td>
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<tr>
<td>Beat the Stress Week</td>
<td>Monday, 8 March – Friday, 12 March</td>
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<tr>
<td>(showcasing Support Services)</td>
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<tr>
<td>Census Date</td>
<td>Tuesday, 16 March</td>
<td>Tuesday, 9 February</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Thursday, 29 April</td>
<td>Saturday, 27 March</td>
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<tr>
<td>Exam period</td>
<td>Monday, 24 May – Friday, 4 June</td>
<td>Monday, 19 April – Friday, 30 April</td>
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<td>Grade publication</td>
<td>Monday, 21 June</td>
<td>Monday, 10 May</td>
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<th>Session 2, 2010</th>
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<td>Monday, 21 June – Friday, 25 June</td>
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<tr>
<td>Commence date</td>
<td>Monday, 28 June</td>
<td>Monday, 10 May</td>
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<tr>
<td>Beat the Stress Week</td>
<td>Monday, 12 July – Friday, 16 July</td>
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<tr>
<td>(showcasing Support Services)</td>
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<tr>
<td>Census date</td>
<td>Tuesday, 20 July</td>
<td>Tuesday, 1 June</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Saturday, 4 September</td>
<td>Saturday, 17 July</td>
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<tr>
<td>Exam period</td>
<td>Monday, 27 September – Monday, 11 October</td>
<td>Monday, 9 August – Friday, 20 August</td>
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<tr>
<td>Grade publication</td>
<td>Monday, 25 October</td>
<td>Monday, 30 August</td>
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<tbody>
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<td>Monday, 25 October – Friday, 29 October</td>
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<tr>
<td>Commence date</td>
<td>Monday, 1 November</td>
<td>Monday, 30 August</td>
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<tr>
<td>Census date</td>
<td>Tuesday, 23 November</td>
<td>Tuesday, 21 September</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Thursday, 6 January</td>
<td>Saturday, 6 November</td>
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<tr>
<td>Exam period</td>
<td>Monday, 7 February – Friday, 11 February</td>
<td>Monday, 29 November – Friday, 10 December</td>
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<tr>
<td>Grade publication</td>
<td>Monday, 21 February</td>
<td>Monday, 17 January</td>
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For further enquires please telephone 1800 626 481
# Useful University Websites

## Getting started

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<tr>
<th>Service</th>
<th>Website</th>
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<tr>
<td>Campus maps</td>
<td><a href="http://www.scu.edu.au/about/maps">www.scu.edu.au/about/maps</a></td>
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<tr>
<td>Key dates</td>
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<td>Change your password</td>
<td><a href="http://www.scu.edu.au/changepassword">www.scu.edu.au/changepassword</a></td>
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<td>eReserve</td>
<td><a href="http://ereserve.scu.edu.au">ereserve.scu.edu.au</a></td>
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<td>First year student support</td>
<td><a href="http://www.scu.edu.au/students/firstyear">www.scu.edu.au/students/firstyear</a></td>
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<td>MySCU</td>
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<td>Principal teaching dates</td>
<td><a href="http://www.scu.edu.au/about/dates">www.scu.edu.au/about/dates</a></td>
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<td>Schedule of units</td>
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<td>Student life [OASIS]</td>
<td><a href="http://www.scu.edu.au/studentlife">www.scu.edu.au/studentlife</a></td>
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<td>Webmail</td>
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# About the University

<table>
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<tr>
<th>About the University</th>
<th><a href="http://www.scu.edu.au/about">www.scu.edu.au/about</a></th>
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<td>General contact details</td>
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<tr>
<td>International Office</td>
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# Schools and Colleges

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<td>Graduate College of Management</td>
<td><a href="http://www.scu.edu.au/gcm">www.scu.edu.au/gcm</a></td>
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<tr>
<td>The Hotel School Sydney</td>
<td><a href="http://www.hotelschool.scu.edu.au">www.hotelschool.scu.edu.au</a></td>
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</table>
The Orientation Program at Southern Cross University marks the beginning of university life for our new students and a big welcome back to our returning students.

The Orientation Program provides new and returning students with the must have knowledge to start university life. The program includes important orientation sessions such as:

- essential course information sessions,
- academic skills development sessions,
- library and campus tours and
- IT essentials.

The Office of Sport and Cultural Activities, (OSCA), in conjunction with the SCU Student Associations, also offer a variety of social, sporting and cultural programs and coordinates a “Beat the Stress Week”, in the last week of the orientation program.

It is your chance to find out more about student support services and attend relevant and informative student support sessions to assist you in your studies.

Start by going to www.scu.edu.au/orientation and get all your Orientation information – we welcome you to SCU!
2.18