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CSU ONLINE ORIENTATION WEBSITE

If you haven’t already logged on to our online orientation website

Your First Year – New Students

Commencing students have access to Faculty based information for students in their first year of study. These sites are designed to provide you with what you need to know and do before you start your studies at CSU. For more information visit: Your First Year http://student.csu.edu.au/home/new-students
COMMUNICATION

Student Central

Student Central is the first point of contact for enrolled students to access all non-teaching services at CSU. Please submit an online enquiry form or search http://student.csu.edu.au/support/student-central/askcsu.

Many of your questions can be answered by the information maintained in our Knowledge Base. This information is updated weekly by experts across CSU. You can call Student Central on 1800 Ask CSU (1800 275 278) or go to www.csu.edu.au/student/central. Internal calls: 37507 Fax: 02 63386599. Calls from outside Australia can be made to +61 2 69337508.

Types of enquiries that enrolled students can make at Student Central include:
- help accessing your personal records or changing your details
- assistance changing your enrolment
- HECS/FEE Help
- making counseling and learning skills appointments
- problems accessing your CSU websites
- applications for leave of absence, grade reviews, withdrawals
- accommodation information
- questions on your financial balances
- assistance when DE packages have not been received
- guidance when you don’t know where to go or who to speak with

Student.csu

Student.csu is your personalised portal to the full range of online services and facilities for CSU students and staff. For more information visit the study section of student.csu: http://student.csu.edu.au/study/study-essentials

To access student.csu go to CSU student website: http://student.csu.edu.au/home
You will need your username and password to access student.csu and all other secure CSU online services.

Message Centre

The Message Centre is the CSU communications system for sending and tracking official messages or correspondence. For more information visit the online orientation communication webpage: http://student.csu.edu.au/home/message-centre

Subject Outlines

By the first week of every session, for each subject, you will be provided with a Subject Outline which is available online through your subject Interact site. The subject outline will give you details about the subject, what its objectives are, and the assessment items in it, contact details for staff etc. This is an important document, which you should read thoroughly and refer to as an indication of your formal requirements in the subject. http://interact.csu.edu.au/portal

Subject and Course Forums

As an enrolled student you have access to subject and course forums which you can connect to through student.csu http://student.csu.edu.au/home or subject interact site. Subject forums are available for each subject in which you are enrolled. These forums are where you can communicate with other students in your subject and with the Subject Co-ordinator. Course forums are available for some courses. These forums are
Forums are a great way to form networks and to obtain useful information about what is happening in your course or subject. Messages in regard to subject availability, workshops and career opportunities may be posted here. Students often use subject forums to discuss assignment tasks, or to plan attendance at workshops.
WELCOME

Welcome to United Theological College (UTC)

Welcome to the world of theological education and ministry formation. The territory you are now about to enter is one of fast-paced change. The reason for that lies in the shifting relationship of the gospel to its host culture. Once upon a time we lived in a world of Christendom. The stories of the Christian faith were relatively well known; there seemed to be more of a moral consensus and the church had a recognizable place in society. Those in ministry had a relatively clear idea of what their job and vocation was. Now that landscape has altered. The Christian faith is more likely to find itself on the edge of mainstream culture; the constituency of the churches is more likely to be one of ethnic diversity.

Here at UTC we seek to honour what we have received from the past. We are deeply committed to the lines of continuity of those who have gone before us in faith. Our courses reflect that desire to stand inside the catholic, evangelical and reformed traditions of the Christian faith. We are also seeking to be open to the future. We believe good theology is required for a time like the present. And so we have developed an array of newer subjects that are seeking to respond to how we are called to be Christian in a future that is always breaking in upon us.

This is an exciting time to be studying theology. It is a much needed vocation.

Head of School
Associate Professor Dr Gerard Moore

SCHOLARSHIPS, AWARDS AND PRIZES

CSU Scholarships

For information about the full range of scholarships available to Charles Sturt University students please visit the Scholarships webpage: [http://student.csu.edu.au/support/scholarships-grants](http://student.csu.edu.au/support/scholarships-grants)

Faculty and School Awards and Prizes

UTC offers a number of modest scholarships separate to the University. Some of these Scholarships have come from bequests, others have been established by particular congregations. To apply, visit the UTC website. [http://www.utc.edu.au/news-and-events/scholarships-2013](http://www.utc.edu.au/news-and-events/scholarships-2013)

Faculty and School Awards and Prizes

The School of Theology confers awards and prizes to students for various academic and other achievements.

The Deans List Awards

The objective of the Deans List Awards is to acknowledge outstanding academic performance by undergraduate and course work post graduate students in a Faculty. Students who are eligible for this award will be contacted directly by the University.
PRINCIPAL DATES

SESSION 2 201460
7 July Orientation for New Students
14 July Session 2 Begins
18 July Deadline for Distance and Internal Students to add subjects to enrolment
25 July HECS-HELP payment date
8 Aug CENSUS DATE
25 Aug – 5 Sept Session Break
7 Sept (Tues) On-Campus classes resume
17 Oct On-Campus classes end
17 Oct Final day to submit assignments
20 Oct – 31 Oct Exams
31 Oct Session 2 Ends
14 Nov Session 2 results available via internet

Students should check their Interact subject sites for each subject they are studying for the due dates of assignments. http://interact.csu.edu.au/portal

A comprehensive list of Principal Dates for the academic year is located at: http://student.csu.edu.au/study/study-essentials/important-dates

TIMETABLE FOR ON CAMPUS STUDENTS

The on campus students’ timetable is published each session, and is available through the website at UTC http://www.utc.edu.au/news-and-events/draft-timetable-session-1-2014. It is advisable to familiarise yourself with the locations of buildings and rooms prior to attending classes. Whilst every effort is made to ensure students do not experience clashes of times for lectures, workshops and tutorials, no guarantees can be given for students who are out of sequence (not undertaking the normal course pattern), nor with elective subjects. If you experience a clash of lecture times, you should contact your Course Coordinator who may be able to suggest an alternative subject for you to take. You will be given a campus specific timetable for your course based on the normal enrolment pattern for first year students.

THE FACULTY OF ARTS

Structure of the Faculty

The Faculty of Arts is made of six (6) Schools. For full information about the Faculty structure please visit the Faculty home page at http://www.csu.edu.au/faculty/arts

THE SCHOOL OF THEOLOGY

About The School of Theology

The School of Theology of Charles Sturt University has established a reputation for high quality education and research. Some 600 students are enrolled at University Certificate, Bachelor, Honours, Graduate Diploma, coursework Master and Research Higher Degree levels.
The School is made up of a partnership between CSU, St Mark's National Theological Centre in Canberra and United Theological College (UTC) in Sydney including the affiliation of St Francis' Theological College Brisbane and St Barnabas' Theological College Adelaide.

UTC is also constituted within the NSW/ACT Synod of the Uniting Church in Australia which provides accreditation and training for Candidates for Ministry.

The School's ethos is ecumenical, with faculty and staff being drawn from a variety of Christian traditions.

For more information about the School of Theology please visit the website http://www.csu.edu.au/faculty/arts/theology/

Structure of the School

The School of Theology is comprised of the following partner and affiliate campus sites:

United Theological College, Sydney
Phone: 02 8838 8914
Email: utc@nsw.uca.org.au
Web: http://www.utc.edu.au/

St Marks National Theological Centre, Canberra
Phone: 02 6272 6252
Email: stmarksadmin@csu.edu.au
Web: http://www.stmarksntc.org.au/

St Francis Theological College, Brisbane
Phone: 07 3514 7411
Email: registrar@ministryeducation.org.au

St Barnabas' Theological College, Adelaide
Phone: 08 8416 8440
Email: admin@sbtc.org.au
Web: http://www.sbtc.org.au/

Academic Staff

A list of Subject Coordinators are listed here http://www.csu.edu.au/faculty/arts/theology/staff/staff-list

UTC Faculty and Sessional Lecturers are listed here http://utc.edu.au/profiles/

School Staff

Administration Staff details are listed here http://www.utc.edu.au/profiles/administrative-staff

School Office UTC

UTC Student Administration Office
Opening hours: Mon to Fri, 9am – 5pm (closed for lunch 1pm-2pm)
Phone: 02 8838 8914
Email: studentadmin@nsw.uca.org.au

For more information about The School of Theology visit http://www.csu.edu.au/faculty/arts/theology/
Graduate Testimonial

Linda Turton
CSU Theology Graduate

“As a one-time manager of a bookshop I came across some UTC lecturers’ publications. I was soon inspired to undertake a Bachelor of Theology. Armed with credit for previous study and a barrow load of enthusiasm for the new wave of historical understanding generated by discoveries like the Dead Sea Scrolls, I threw myself at the study. I was a mature age student juggling marriage, motherhood and part-time work with the demands of the coursework, so I took the part-time option.

“I enjoyed the lectures and workshops, was challenged and stretched by the assignments and read all I could from the well-stocked library. Academic questions interest me enormously, particularly those of history and post colonialism. However my experience of the UTC learning community pushed me further, into my less comfortable areas: contextualised theology, ethics, different methodologies of biblical interpretation, whether there can be hope for our world, and the riches of being in a faith community.

“Parramatta Campus is small and friendly with very supportive staff. Rubbing shoulders with fellow students, including ministers and deacons in training, and participating in the on campus worship services and community meals greatly enriched my social and spiritual life. These friendships, our exploration together of the big questions of life, along with my more formal learning, equipped me to engage more confidently in my local and work communities.”
CSU STUDENT GENERAL INFORMATION

CSU Student Charter

The Student Charter outlines what students can expect at CSU and what the University expects of students. It aims to help you understand what it means to be a student member of the CSU community and encourages active partnership in all aspects of University life.

http://student.csu.edu.au/home/student-charter

Graduate Attributes

CSU Charles Sturt University has developed the following eight-point graduate statement as the outcomes we seek from our graduates. Charles Sturt University aims to produce graduates who are:

1. Well-educated in the knowledge and skills of their discipline or profession
2. Effective communicators who have problem-solving, analytical and critical thinking skills and can work both independently and in teams
3. Work-ready and able to apply discipline expertise in professional practice
4. Able to develop and apply international perspectives in their discipline or profession
5. Able to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
6. Understanding of the responsibilities of global citizenship, value diversity and ethical practice
7. Understanding of financial, social and environmental sustainability
8. Able to learn effectively in a range of environments including online

Opportunities to develop these outcomes will be provided throughout your studies at CSU in line with our commitment to undergraduates.

CSU Commitment to Undergraduates

Through our educational programs CSU commits to ensuring that all our undergraduates have:

1. A supported transition to the first year of study
2. Opportunities to develop skills in communication, problem-solving and analytical thinking
3. Access to international experiences
4. Opportunities to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
5. Education based in practice
6. Opportunities to gain a firm understanding of ethics
7. Understandings of financial, social and environmental sustainability
8. Opportunities to develop online proficiency

CSU Study Support

CSU Learning Support offers academic learning support to all enrolled students to enable them to acquire or enhance the skills they need to succeed in university studies. During workshop tutorials, drop-in sessions and study centres, or through individual consultations, students are presented with strategies and techniques that will allow them to better participate in academic activities.

http://student.csu.edu.au/study/learning-support
UTC also provides Study Support Service On-campus through our First Year Mentor and Study Skills tutor. To make an appointment see the contact details below:

First Year Mentor and Study Skills Tutor
Carolyn Craig-Emilsen
Phone: 02 8838 8914
Email: ccraig-emilsen@csu.edu.au

Academic Regulations

The basic philosophy of Charles Sturt University is that students are mature individuals capable of assuming some responsibility for management of their study programs. It is, therefore, each student’s responsibility to be acquainted with and comply with relevant academic regulations. Basically, the University does not monitor such compliance other than to advise students when they have not followed the appropriate regulations.

If you are having difficulties through illness or personal problems you are strongly urged to read these regulations and policies in their entirety, especially Academic Progress and Assessment Regulations. Some of the more important regulations are:

- Special Consideration
- Grade Pending
- Leave of Absence
- Withdrawal from Subjects
- Supplementary Exams (SX)
- Enrolment Variation
- Examination Regulations
- Review of a Final Grade
- Exclusion
- Student Academic Misconduct Regulations.

If you are still unsure of the procedures to follow use the Student Central AskCSU to search for articles on these regulations or contact Student Central directly. http://student.csu.edu.au/support/student-central/askcsu

The Academic Regulations are available online:
www.csu.edu.au/acad_sec/regulations.htm
www.csu.edu.au/adminman/stu/student.htm

Academic Advice website

Information is available on the Academic Advice website which explains the regulations and the application processes for most of the above regulations. Assistance is available to students from the Student Support Appeals Officers on each campus and students are encouraged to consult with their subject coordinators first to discuss their options before applying for any of the above. http://student.csu.edu.au/study/academic-advice

Avoiding Plagiarism

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. This Guide to Avoiding Plagiarism can be found at the website below, and is an important resource that will help you understand these values and apply them in practice.
All scholarly and professional work involves researching, understanding and building on the work of others. Honesty and integrity demand that we recognise and acknowledge that work. In this guide you will find advice and support to enable you to do this properly and well.

Plagiarism is contrary to the values of academic integrity and honesty. The practice of plagiarism within the University could undermine the University's reputation and also that of students and staff who have acted with integrity and honesty. It is important that we all take our share of responsibility for maintaining the best standards and values in the work of our University. [http://student.csu.edu.au/study/plagiarism](http://student.csu.edu.au/study/plagiarism)

**CSU Card**

Commencing students will receive their **CSU Card** soon after accepting their offer of admission. Internal and Distance Education students at Parramatta Campus will receive their CSU Cards via the post. [http://student.csu.edu.au/administration/csu-card](http://student.csu.edu.au/administration/csu-card)

CSU Cards contain a contact-less mifare microchip and an antenna that enables access to a number of services across CSU. Such services currently include:

- Identification on CSU campuses including entrance to examinations;
- Dining Hall meals for on-campus students;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Payment for [photocopying](http://www.csu.edu.au/csu-card/library-photocopiers)
- Purchase of goods in most on campus retail food outlets
- Purchase of internet quota
- Bus fares on University operated bus service (Wagga campus)

More information about how to use the CSU Card can be found on the CSU Card website. [http://student.csu.edu.au/administration/csu-card](http://student.csu.edu.au/administration/csu-card)

**CSU Library Services**

The CSU Library Home page is your gateway to the Library, giving you access to the range of services and resources available for your study through Charles Sturt University. [http://student.csu.edu.au/library](http://student.csu.edu.au/library)

The resources listed below all sit on the Library’s Home page and, along with many others, make up your Library anywhere anytime. Use the InfoSkills modules to become familiar with this invaluable virtual library, or explore the Home Page yourself discovering resources such as Online Reference, the Library’s Blog, SmartSearch, and find out how to use your library by visiting the frequently asked questions page. [http://student.csu.edu.au/library/help/faqs](http://student.csu.edu.au/library/help/faqs)

**Camden Theological Library**

Camden Theological Library is located at the UTC Campus.
Library contact details are:
Phone: (02) 8838 8940,
Email: library@nsw.uca.org.au
Postal Address: 16 Masons Dr, North Parramatta NSW 2151

**Opening Hours**
Opening Hours during session are Mon - Thurs 10:30am – 6:30pm, Friday 10:30am – 5pm.
All other times, hours are 10:30am – 5pm, Mon – Fri.
Closed weekends and public holidays

**Borrowing**
- Your CSU student ID card will be needed.
- Maximum number of items per borrow: 10
- Loan: 3 weeks
- Renewal: by phone / email
- Fines for late returns.
- Returns can be made through the return chutes outside the library.

**The Collection**
- Camden Theological Library holds over 45,000 items and other material.
- The online computer catalogue provides access to the collection by author, title and subject.
- Access to an increasing number of journals is now being provided via full-text databases.

**Reserve Collection**
- Loan period are 3 hours (for use only in the library)
- 3 days loans

**Reservation of specific items**
- Items for Reserve or from the main collection may be reserved if they are loan and you wish to borrow them. They will be held for you for 7 days.

**Information Requests**
- Library staff are happy to assist with requests for information and guidance about how to use the library and its resources. Please enquire at circulation desk.

**Library Orientation**
- Library information session is offered during Orientation Day at the beginning of each session. Contact the library if you need to arrange an alternative session.

**Photocopying Facilities**
- There are two photocopying machines operated by debit cards, which can be purchased at the Centre for Ministry reception.

**Study Areas**
- There are extensive facilities for individual study within the Main Library. Network and wireless internet access is provided.

**Computer Access**
- Both within the Computer room and the Main library, computers provide access to a variety of services.

**Morning Access**
- Students may be able to arrange to study in the library before the official opening time. Please advise a member of the library staff the day before to ensure it will be possible to provide this facility.
eSTUDENT Support

Whether you're studying on campus or by distance education you need to learn how to use CSU's online environment. The eSTUDENT Support is helpful in providing the information and guidance that you may be looking for to function and learn effectively within the University's online environment.

http://student.csu.edu.au/study/estudent-support

Maintaining Your Personal Details

It is the responsibility of all students to maintain their personal details http://student.csu.edu.au/administration/personal on their student record. These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details at the Online Administration site.

http://student.csu.edu.au/administration/enrolment/student-admin-online

HECS/FEE HELP

HECS-HELP refers to the Higher Education Contribution Scheme and is for non fee paying Commonwealth supported students and FEE-HELP is for fee paying non Commonwealth supported students. For each subject you will be charged HECS which you can either pay upfront at a discount, or you can defer it and pay it later (your liability will be recorded and provided to the Australian Tax Office for later calculation in your annual Income Tax return). You can visit the Australian Government Study Assist site at


My Degree Planner

My Degree Planner compares the student record against the scribed course requirements resulting in the creation of a degree audit. An audit identifies what the student has completed and what is yet to be studied to meet the requirement of the course.

My Degree Planner will:

- Allow you to monitor your progress through your course program.
- Check subject availability and pre-requisite study requirements.
- Allow you to plan your future session enrolment and facilitate an easy discussion of that plan with your Course Advisor.
- Check your eligibility to graduate.

http://student.csu.edu.au/administration/degree-planner

Online Enrolment

Generally students are pre enrolled in subjects for their first session of study by Student Administration. Students will be required to complete their enrolment in subjects after their first session using the Online Administration, http://student.csu.edu.au/administration/enrolment/student-admin-online
In some courses students may have to enrol themselves in elective subject in first session and they should consult with their course coordinator for advice about which electives they should enrol in. Find out more about [How to Enrol](http://student.csu.edu.au/administration/enrolment/enrolment-information).

**How to Enrol Online**

Each student is responsible for their enrolment each year. In most courses for the first session of your study with CSU, the University will endeavour to list the recommended subjects in your letter of offer. However you will need to check and confirm your enrolment is correct and complete for the full year of study i.e. that the subjects are correct and that any prerequisite study requirements have been met. Students can find information on how the manage their enrolment on the site below.


On the [Student Admin Online](http://student.csu.edu.au/administration/enrolment/student-admin-online) page click on the online tutorial videos which explains how to use the online system. [http://student.csu.edu.au/administration/enrolment/student-admin-online](http://student.csu.edu.au/administration/enrolment/student-admin-online)

If you are already familiar with the online system, click on [Launch Admin Online](http://student.csu.edu.au/administration/enrolment/student-admin-online); confirm your password and press continue. The main menu will be displayed. It has different sections, such as, Enrol, Add or Delete Subjects, Apply for Leave, Contact Details etc.

[http://student.csu.edu.au/administration/enrolment/student-admin-online](http://student.csu.edu.au/administration/enrolment/student-admin-online)

The deadline for adding subjects to your enrolment is the Friday of the first week of session. Subjects can be deleted from your enrolment up until HECS census date without penalty. This can be done through [Student Admin Online](http://student.csu.edu.au/administration/enrolment/student-admin-online).

**Map of School and Campus**

The main building contains UTC, St Andrews Chapel, Camden Theological Library, CFM Main Reception and Student Administration Office. Lecture rooms are numbered G1 to G6 and situated within the single level building. Go to the CFM Main Reception Window for the weekly class listings.

[Campus map](http://www.utc.edu.au/explore-the-campus/)

The Centre is open from 7.30am to 10.00pm Monday to Friday and limited times on the weekend. Times may be subject to change, please call [02 8838 8900](tel:02%208838%208900).

UTC Student Administration Office is open Monday to Friday from 9.00 am to 5.00 pm. Library hours may vary – see the Library section [http://www.library.nsw.uca.org.au/](http://www.library.nsw.uca.org.au/)

**General Campus Information**

**Emergency Evacuation Procedure**: Please familiarise yourself with the Centre Emergency Evacuation Procedure including all building exit points. A handout is saved on your student info USB and also available outside the Main CFM Reception Desk.

**Medical Doctors**: For all medical emergencies please call 000 and/or notify the CFM Reception staff for assistance. You may refer to the list of Hospital & Local Doctors for information of medical assistance and bulk billing places in the area. There is also a First Aid Kit located at the CFM Main Reception.
Chapel Services: Tuesday Thursday Friday 9:25am; Weds 11:45am

Security: UTC is open to the public. While every effort is taken to ensure the security of student belongings, students should not assume that their unattended belongings are safe from theft. Please exercise care. The same care should be taken with regard to parked motor vehicles. It is unwise to leave valuables in your car in full view of passers-by. Breaches of security should be reported immediately to RECEPTION.

Smoking: Smoking is prohibited in all UTC buildings and doorways and near windows and air conditioning systems. Consideration for others is appreciated.

Kitchen: The student Kitchen is located in the Atrium and contains a microwave, refrigerator, hot water boiling unit and variety of crockery and cutlery and free coffee, tea and biscuits. All kitchen users are expected to clean up after use.

Snack & Drinks Vending Machine – located near the lecture rooms.

No ATM facilities: There are no ATM facilities onsite. However should you need to make payments at the UTC student admin window we do accept etpos/credit card payments. For the nearest ATM machine you can either go to Parramatta or Carlingford Court. Approx 10minute drive.

Telephone: There is a telephone available for student use in the CFM Foyer. Please note it only makes local calls.

Car Park: The car park is open to all staff and students and visitors and operates on a first come first serve basis. When there are conferences, extra flow over parking will be available across the road from the Centre.

Photocopying: Students have access to the photocopier in the library. A photocopy card can be purchased from the CFM Reception.

Accommodation: For all onsite student accommodation enquiries contact the Main Reception on 02 8838 8900.

Public Transport: For public transport information see the CFM Reception staff or contact 131 500.

Meals: As a general rule students need to provide their own meals.

Community Morning Tea: provided for all centre staff and students on Thursday mornings at 10.45am. At these morning tea’s general community news announcements are made.

Terminology
http://www.csu.edu.au/about/glossary
COURSE STRUCTURES

GRADUATE DIPLOMA OF THEOLOGY

BACHELOR OF THEOLOGY

BACHELOR OF THEOLOGY (HONOURS)

GRADUATE CERTIFICATE IN AGEING AND PASTORAL STUDIES

GRADUATE CERTIFICATE IN PASTORAL COUNSELLING SKILLS

GRADUATE CERTIFICATE IN RELIGIOUS VALUES AND EDUCATION
http://www.csu.edu.au/courses/postgraduate/values_education/course-structure

GRADUATE DIPLOMA OF AGEING AND PASTORAL STDIES

GRADUATE DIPLOMA OF PASTORAL COUNSELLING

MASTER OF ARTS (AGEING AND PASTORAL STUDIES)

MASTER OF ARTS (PASTORAL COUNSELLING)

MASTER OF MINISTRY
http://www.csu.edu.au/courses/postgraduate/ministry_master/course-structure

MASTER OF THEOLOGY

MASTER OF THEOLOGY (HONOURS)

DOCTOR OF MINISTRY
http://www.csu.edu.au/courses/postgraduate/ministry_doctor/course-structure

DOCTOR OF PHILOSOPHY
http://www.csu.edu.au/courses/postgraduate/doctor_philosophy_arts/course-structure
UTC CONTACTS LIST

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Frequently Asked Questions

What is the difference between a course and a subject?
A course is the full three or four year program you are undertaking, for example Bachelor of Medical Science. Your course is made up of subjects that must be completed to gain your degree. Each subject has a code and name, e.g. BMS129 Physiological Sciences 1. The first number (i.e. BMS 129) indicates the level of the subject.

How do I work out my timetable (Internal students only)
If you are an internal student you will be advised during O Week of the timetable for students in each course. However, timetables are available online via student.csu http://student.csu.edu.au/study/study-essentials/timetable and a copy is situated on the notice boards in the foyer of the School Building. You should know what subjects you are to undertake in the first session. Find each of those subjects and write down the lecture days and times. Practical sessions will also be timetabled for some of these subjects. You are generally only required to undertake one practical session per subject, even though in some instances a subject may have more than one practical session timetabled to cater for the number of students enrolled in the particular subject. You may be directed as to which practical session you are to attend. Some subjects also have multiple tutorial sessions associated with them. You do not have to attend all of these sessions and you will be directed by your lecturer as to which tutorial session you are to attend. In most cases you will have a lecture prior to any tutorial or practical sessions, to enable your Subject Coordinator to explain and identify the particular sessions you are to attend. If you need to change practical classes you must contact the Subject Coordinator beforehand.

How to add and delete subjects?
On the Student Admin Online page click on the online tutorial videos which explains how to use the online system. The deadline for adding subjects to your enrolment is the Friday of the first week of session. http://student.csu.edu.au/administration/enrolment/student-admin-online

What are practical sessions?
Practical sessions enable you to experience the “hands-on” side of what you are learning. These practical sessions will normally be held within the Laboratories or in the Computing Facilities for more computer based practicals. Not all subjects involve practical sessions so do not be alarmed if practical sessions are not listed in the timetable.

What if I fall behind in assessment items?
First of all do not panic, but don't ignore it either. See your Subject Coordinator who will be only too willing to give good advice.

What if I am having difficulties coping?
Again – do not panic. As University study is so different to studying at school, this is a common problem in the first year of studies. It often helps to talk about it with your friends and you will be quite surprised to find that you are not the only one who feels they are having problems. There are many avenues for you to follow. Seek out your lecturer or Subject Coordinator. Student Services offers help in the form of counselling, time management and study skills sessions. You should also feel free to make an appointment to see the Head of School at any time.
Do I have to have assignments typed?
There is generally no requirement for assessment items to be typed but it is in your own best interests to present your assessment items in a neat and appropriate format. Check your subject outline for information on the presentation style and format required for your assessments.

What if I don't have the textbook?
Copies of the textbook should be available and can be purchased from the Co-op Bookshop. If sold out and in the process of being reordered, please bring this to the attention of the Subject Coordinator. The Library also has copies of prescribed textbooks.

Where can I find or contact my lecturer?
As detailed earlier in this booklet, staff contact details are provided above (include page number). All academic staff have consultation times and usually these are posted outside their offices. Some staff request that you make an appointment and you will therefore need to speak to your lecturer possibly after a lecture or practical session to discuss a suitable time or contact them via e-mail.

What if I fail a subject?
If you fail a subject, see your Course Coordinator as you may not be able to continue with some subjects in the next session if you have failed any prerequisites subjects.

Can I buy second-hand textbooks?
Yes, the [Classified forum](http://forums.csu.edu.au/perl/forums.pl?forum_id=Classifieds_forum&task=frameset) is where students buy and sell second-hand textbooks and other items. You may be able to buy them directly from other students - use your course contacts. Check noticeboards throughout the campus and your course forums. There is also a website called [https://studentvip.com.au/textbooks](https://studentvip.com.au/textbooks) where students from across Australia can buy and sell second-hand textbooks. Please exercise caution when buying something online.
IMPORTANT WEBSITE ADDRESSES

CSU Orientation
www.csu.edu.au/orientation

Student Central

Library Services
http://student.csu.edu.au/library

Examinations
http://student.csu.edu.au/administration/exams

Examination Frequently Asked Questions
http://student.csu.edu.au/administration/study-administration/exams

Application Forms
http://student.csu.edu.au/administration/forms

CSU Handbook
http://student.csu.edu.au/administration/csu-handbooks

CSU Student Card
http://student.csu.edu.au/administration/csu-card

Scholarships and help with costs
http://student.csu.edu.au/support/scholarships-grants

Subject Availability
online.csu.edu.au/subject availability

On campus timetables
http://timetable.csu.edu.au

eStudent Support
http://student.csu.edu.au/study/estudent-support

HECS/HELP & FEE/HELP (going to Uni)

Internet charges

Student Administration
http://student.csu.edu.au/administration/study-administration

Student Services - http://student.csu.edu.au/support
Counselling - http://student.csu.edu.au/support/counselling
Careers - http://student.csu.edu.au/study/careers

Graduation Frequently Asked Questions
http://student.csu.edu.au/administration/study-administration/graduations