Welcome to Murdoch University!

Congratulations on your offer of a place at Murdoch University. The details included in this booklet will assist you with accepting your offer, seeking advice on your options of enrolment, choosing your units and completing your enrolment online. Tick [✓] the steps below as you complete them, to ensure you complete all parts of your enrolment successfully.

If you do not have ready access to computer facilities either at home, work, your local library etc., the University has many computers available on-campus for students. For further details contact the IT Helpdesk on 9360 2000 or http://www.murdoch.edu.au/studentit/labs.html.

External students who are unable to access computer facilities due to extenuating circumstances are able to apply to receive their University correspondence via hardcopy. A copy of the Application letter is included in your External Enrolment Pack. For further information please contact the External Studies Office on 9360 2710.

**STEP 1 Accept your offer and activate your Murdoch account via the Offer Response System**

Go to the Murdoch Home page (http://www.murdoch.edu.au/) and follow the link to the **New Students website**. You will need your Offer Letter (Domestic students) or Confirmation of Enrolment- eCOE (International students) handy as this contains your Student Number. From here you can;

- Choose to Accept, Defer or Reject your offer (domestic students only)
- Set your Murdoch Password (all students)
- Set and confirm your email address (all students)
- Select your course as offered (domestic students only)

Now that you have accepted your place as a Murdoch student you are ready to select your units and complete your enrolment! Continue from Step 2 over the page.

**Important Point Email Account**

*The University’s primary form of correspondence to all students is via email.*

If you have not set an existing email address in Step 1, the University automatically provides you with an email address, of the format *yourstudentnumber@student.murdoch.edu.au*. You can access your Murdoch email account with webmail (available on any browser) at: [https://wwwstudent.murdoch.edu.au/mail](https://wwwstudent.murdoch.edu.au/mail) using your Murdoch User name (Student Number) and Murdoch Password (same as MyInfo).

It is essential that the University has your updated email preference so that you receive important communications from your lecturers and University Administrators.

External students that are unable to access computer facilities due to extenuating circumstances are able to apply to receive their University correspondence via hardcopy. A copy of this application letter is included in your Enrolment Pack. For further information please contact the External Studies office on 9360 2710.
**STEP 2** Research your Course, Unit Sets (majors, minors) and Units

Review your Course Description (Appendix A).
From here you can see any recommended Double Majors or Minors and the list of units that you will be required to complete in order to graduate in your chosen course and qualification.

Review the Course Checklist and Unit Prerequisites (Appendix B)

Review the Sample Enrolments for your course (Appendix C).
Some courses provide you with a choice of units within the requirements, so you may wish to plan your own enrolment version and therefore not need to follow the sample enrolment that we have provided.

**1st Year units**
Generally new full-time students will enrol in 4 units in each semester at Part I level (units beginning with a ‘1’). Students do not have to take a full-time load and can enrol part-time, however this does not mean that the units are taken “after hours”. Part-time refers to a load of less than 9 credit points in the Semester. Please note that in order to qualify for AUSTUDY usually you need to enrol in at least 9 points per semester. This may vary. If in doubt you should check with Centrelink to confirm your entitlements.

**2nd (and subsequent) Year units**
Students who have completed studies at another tertiary institution before starting at Murdoch and who have been given credit of at least 18 points may take 2nd year (Part II units) provided they have also completed the individual unit’s prerequisites.

Review the unit listing in the Handbook for a description of each of your Units.
http://handbook.murdoch.edu.au/units/

Review your Lecture Timetable.
Once you have decided which units you will take in Semester 2 2007 but before you enrol, you are encouraged to check that the units you have chosen are not timetabled to run at the same time. Generally you should find that the lectures for the units you are required to take will not clash, however some elective units may not fit into your timetable. The quickest method of checking is to refer to the online teaching timetable’s nominated units website at:
http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html Here you can type in your 3 or 4 units for the semester and see the timetabled lecture times.

You may also need to consider whether you can attend campus for all units (internal option) or whether it would be better if you could take one or two units in the External option. The learning objectives of any unit are identical irrespective of whether you are studying the unit internally or externally. The External option is not available in all units however you may have a choice within your course. Please note: Under visa requirements International students are not permitted to take external units.

Record your Personal Study Plan (Appendix E)
**STEP 3 Unit Enrolment Online**

The University’s student self enrolment and management system is known as MyInfo (http://myinfo.murdoch.edu.au/). Within MyInfo you can manage your enrolment in your course including unit selection, unit set (majors, minors) enrolment and tutorial signup. You can also update your personal details (home and postal addresses, email address).

**Log into MyInfo**

Log into MyInfo at [http://myinfo.murdoch.edu.au/](http://myinfo.murdoch.edu.au/) by using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

**Check Personal Details**

Click on the Personal Details menu item and then Change Address(es). You should check that this information is up to date and make any changes as necessary.

**Enrol in Units for 2007**

Click on the Change Enrolment Details menu item and then Self Enrolment Steps. Read all of the information on this page and then scroll down to the Self Enrolment Steps heading.

Starting with the Disclaimer work your way through each of the steps. Each step has an explanation to the process so please read each one carefully.

- Disclaimer – Statement concerning your use of MyInfo and adherence to the University’s legislation.
- Services – Your opportunity to join the Student Guild as a financial member and access their many services and facilities. You can also validate your Transperth SmartRider for a tertiary concession if you are studying full time.
- Course Completion Date – Keeping the university informed when you are likely to graduate.
- Unit Sets – Your method of adding or amending unit sets (Majors and Minors). You will need to have at least one Unit set recorded as your Primary one.
- Units – This is where you add your new units. Use the Search function to find the unit you want. You can also just type in the first 3 alpha characters to list all of the units with that prefix. It is essential that you Save Changes when you have selected the unit(s) that you want added.
- Commonwealth Assistance Form (Domestic Students only) – This is a Commonwealth Government requirement. To complete this you will need your TAX FILE NUMBER (TFN). If you do not have TFN handy you can come back to this step later, however this step must be completed by the Census date (31st August) to avoid having your course cancelled as per Commonwealth Government regulations.

Once you have returned to the Self Enrolment Steps main page all items that you have successfully completed will be flagged with either a ‘Green Tick’, which means that you do not have to come back to these, or a ‘Circular Arrow’ which means that you have successfully completed this item but can come back and make changes at a later date as well.

If you need any help with navigating through MyInfo or have a technical issue, check out the Help section first. This can be found on the left hand menu if you are already logged into MyInfo or if you are not logged into MyInfo there is the “Need Help?” section on the right hand side of MyInfo Access page ([http://www.murdoch.edu.au/students/myinfo/](http://www.murdoch.edu.au/students/myinfo/)).
**STEP 4 Current Enrolment Details**

When you have enrolled in all units that you intend to take in 2007 you are encouraged to view your current enrolment from the Current Enrolment Details menu item in MyInfo. Select Course and Unit Details and then click on Units. You will need to check that all the units that you intend to take are included, and show as ENROLLED!

Print out a copy of your Current Enrolment Details

**Important Point Enrolment Deadlines**

You will be expected to enrol in all your units for Semester 2, 2007 as soon as possible. The last date to add an internally offered unit to your enrolment is the end of Week 1 of Semester; and the last date to add an externally offered unit, or to change from an internal offering to an external offering, is earlier to allow time for mail out of materials. You need to enrol in external offerings no later than the end of Orientation week, however please check the Dates and Deadlines page online for exact dates - [http://www.oss.murdoch.edu.au/enrolment/deadlines.html](http://www.oss.murdoch.edu.au/enrolment/deadlines.html).

**STEP 5 Attend your Course Advice session(s)**

If you are unsure about your choice of units or have specific course related questions that you need answered, you should attend the Course Advice Session(s) offered by your School. These are held during Orientation week. At these sessions the Program Chair(s) will be available to advise students on the requirements of the degree and answer any unit selection and enrolment queries that may arise. The Orientation and Course advice session timetable will be available at [http://www.oss.murdoch.edu.au/orientation/](http://www.oss.murdoch.edu.au/orientation/).

If you have read through this booklet AND attended a Course Advice Session but still have a query or concern with your enrolment, your Divisional Student Administrative staff will be able to assist you. You are encouraged to “have a go” by yourself and then either telephone or email your Divisional student administrative staff member (Appendix I) with the specific concern, and they will look after you! However, please be aware that this assistance may be limited during the busy course advice session times, during Orientation Week and also Week 1 of semester.

Don’t panic if you are unsure of your choice of units. Do the best you can, and then seek advice either at your Course Advice Session, from the resources available on the Divisional Student Administration websites:-


and  
STEP 6 Student ID/Library Card and Parking Permit

Get your Murdoch Student ID/Library Card
These are available from the IT Service Desk in the Library (this can be done at any time or during Orientation Week) or, if you are an external student living more than 30 aerial kms from the South Street campus, contact Janice Pell (J.Pell@murdoch.edu.au or telephone 08 9360 2154) to request a Student ID/Library card application form or see URL: http://wwwlib.murdoch.edu.au/for/external/forms/idlibrarycard.doc.

Purchase your Parking Permit.
If you wish to drive to Uni and park your car on campus you will require a Murdoch parking permit or a valid ACROD sticker (for Easy Access bays only). Murdoch campus students will need to purchase a parking permit at either the Student Service Centre, Level 2 Chancellery Building, or by avoiding any queues and applying online at http://www.oss.murdoch.edu.au/parking/. The online facility will be open from mid July 2007.

Parking at the Murdoch campus in the Green zones will be free between 18th June and 3rd August. After this date you will need a parking permit (Students at the Rockingham and Peel campuses will be required to apply for a 2007 permit however there will be no charge for 2007. You can apply via the Rockingham and Peel administration offices.)

STEP 7 Lectures, Tutorials, Labs and Workshop Enrolment - Activities
From 2007 Murdoch, Rockingham and Peel students will be able to enrol in Lectures, Tutorials, Labs and Workshops (activities) online via MyInfo (http://myinfo.murdoch.edu.au/).

Enrol in your activities for 2007
Click on the Change Enrolment Details menu item and then Activity Enrolment. Read all of the information on this page and then scroll down to see your Unit enrolments and the available activities.

You will need to have completed your Unit Enrolment (See Step 3 above) before you can enrol in any associated lecture, tutorial, lab or workshop. If your unit attempt status is INVALID, you will not be able to select activities for that unit. Enrolment in a Lecture activity may not be mandatory for all units, however it is highly recommended in order to avoid clashes on your timetable.

This system works on a first-in-first-served basis so you are advised to enrol in your activities as soon as possible.

Make sure you also note the start week for each activity as they may not all start from week 1.
STEP 8 Attend Orientation (Week of 30th July)

The Orientation program has been designed to meet your specific needs as a new student to Murdoch, to introduce you to key Murdoch University staff and the campus and facilities you will require. You can check the full orientation timetable at (http://www.oss.murdoch.edu.au/orientation/) for activities and Course Advice session details.

All students are strongly encouraged to attend Orientation. We’ve planned a number of activities that will give you lots of opportunity to experience the helpful and friendly atmosphere at Murdoch. During Orientation Week you will be able to;

- Attend Foundation Unit ‘taster’ sessions. These sessions will allow you to get a better understanding of what our Foundation Units are all about and which one is the best for you.
- Meet other students in your same course. Never undervalue the benefits from having friends in your same course.
- Attend a Course Advice Session for information about your enrolment
- Go on Campus and Library tours.
- Attend information sessions about Student Support services. A wide range of services are available through our Teaching and Learning Centre and Equity, Health and Counselling. Make sure that you are aware of these BEFORE you ever need them.
- Have an introduction to the Student Guild and their services.
- Purchase a parking permit.

Important Point  Start of Lectures

Semester 2, 2007 begins Monday 6th August and all students enrolled in INTERNAL units are expected to attend classes during this week. Within Activity Enrolment (Step 7 above) you will be able to see which week your individual activities start, as some Tutorials may start in week 1 or 2.

If you enrolled in a unit in the external option before the end of Orientation Week, your unit materials will be mailed to your home address before the end of Week 1.
Dictionary of ‘Uni-speak’

Outlined below is a general summary of Murdoch enrolment information to help you with some of the more common terms that you will come across as you plan your studies. A full list of Murdoch terminology and relevant regulation requirements can be found in the Murdoch Glossary (http://handbook.murdoch.edu.au/geninfo/vocabulary.html).

<table>
<thead>
<tr>
<th>Booklists</th>
<th>Booklists are available online at <a href="https://www.murdoch.edu.au/ofm/services/bookshop/booklist.edo">https://www.murdoch.edu.au/ofm/services/bookshop/booklist.edo</a> and books can either be ordered online or direct from the Bookshop located on Bush Court at the Murdoch Campus and on the ground floor of the Arts and Commerce building at the Rockingham campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td>You will need to ensure that you take the Core units at Part I and Part II for the major(s) that you have decided to complete. Core units are essential units in your major(s). In your first year, your enrolment will include the Part I core units, and in your second and subsequent years you will take the Part II core units.</td>
</tr>
<tr>
<td>Course description, Course checklist and Course structure</td>
<td>At the end of this booklet (appendices) you will find specific information to help you plan your enrolment, find which units you need to take, which pre-requisites are required and the common double majors and minors. For full details of other majors refer to the 2007 Murdoch Handbook (<a href="http://handbook.murdoch.edu.au/">http://handbook.murdoch.edu.au/</a>), your Divisional Student Administrative office or the New Student website (<a href="http://www.murdoch.edu.au/students/new/">http://www.murdoch.edu.au/students/new/</a>). Hard copies of the Handbook are also available in your local library, in the Murdoch University library or can be purchased from the Bookshop.</td>
</tr>
<tr>
<td>Course or Degree</td>
<td>Murdoch uses course and degree to identify the qualification that you will be studying towards, for example the Bachelor of Science (or Bachelor of Arts) degree is your course of study.</td>
</tr>
<tr>
<td>Credit – Advanced Standing – Accreditation.</td>
<td>If you have studied at a University or TAFE before coming to Murdoch University you may be eligible for credit. Credit will mean that the amount of time and units that you need to study at Murdoch could be reduced. The University has two Accreditation Officers, one for domestic students and one for International students. The Accreditation Officers will need to see your past results to assess how much credit you can have. <a href="http://www.choose.murdoch.edu.au/advst.html">http://www.choose.murdoch.edu.au/advst.html</a></td>
</tr>
<tr>
<td>Exemptions</td>
<td>If the study that you completed before coming to Murdoch University was the same or similar to Murdoch’s requirements for your course/degree, you may be granted both credit (points) and exemption for some units. This will mean that you do not have to take those units again. The Accreditation Officer will assess your previous study record for Exemptions and advise you in writing as to the outcome.</td>
</tr>
<tr>
<td>Foundation Unit</td>
<td>The main purpose of the foundation unit is to help new students to develop learning skills and attitudes to assist them with their studies at Murdoch. For this reason all Murdoch students are required to complete one Foundation Unit unless they have been awarded advanced standing for it. The full description of the 2007 Foundation units is available in the appendix. You will need to choose one of these.</td>
</tr>
<tr>
<td>Full time study/Part time study</td>
<td>Full time study at Murdoch is considered to be at least 12 points per semester. The minimum time to complete a 72 point Bachelor Degree is therefore 3 years (12 points per semester for 6 semesters). International students are required to be enrolled in a full time load every semester as per visa requirements. Part time study refers to the points load, of less than 12 points each semester, and does not mean that you can take units “After Hours”. The minimum study that you must take to retain your place at Murdoch University is a single unit in the academic year.</td>
</tr>
</tbody>
</table>
**General Electives**
Most undergraduate degree structures leave room for students to take other units outside of their first major. These are your General Elective units, or free choice units, however most students plan to take these units as the requirements of their second major or towards a minor within the 72 points required for most degrees. Use the Murdoch Handbook online ([http://handbook.murdoch.edu.au/](http://handbook.murdoch.edu.au/)) to search for general electives, minors or second majors and for individual unit prerequisites. A list of all Part I units can also be found at the above Handbook address and this is a handy list to use if you cannot decide which general electives to take.

**Intermission**
If you require a break in studies of one year or more due to serious illness or other exceptional personal circumstances which might prohibit you from continuing your enrolment you can apply for an INTERMISSION of study ([http://www.dse.murdoch.edu.au/admin/student/forms/Intermission.html](http://www.dse.murdoch.edu.au/admin/student/forms/Intermission.html)). This may include but is not limited to, personal/family reasons, employment, sporting, cultural, legal or military duties. (Bach Deg Reg 38B). International Students MUST obtain permission from Murdoch International before applying for intermission of enrolment, as the Department of Immigration does not allow international students to intermit their studies except in exceptional circumstances. Intermission of Enrolment may result in cancellation of the student visa. International students should consult Murdoch International or the DIAC help line (131881) for information and advice.

**Internal and External**
Murdoch offers most units as Internal (D) where students are expected to attend lectures and tutorials on campus. Some units are offered as External (X), where students would be mailed out the unit materials and would be expected to study at home, and submit all assignments through email or mail. The main challenge of external study will be your ability to commit yourself to a regular timetable of study over the semester. This will require a fair degree of self discipline and in some cases an understanding and supportive network of family and friends. For further information about studying in the external mode see [http://external.murdoch.edu.au/offcampus.html](http://external.murdoch.edu.au/offcampus.html). The closing date for enrolment in external units is earlier than the deadline for enrolment in internal units, to allow time for the materials to reach you before the end of Week 1 of Semester. International students are only permitted to take internal offerings of units, as per visa requirements.

**Lecture, Workshops, Tutorials**
The teaching method for most internal units is by Lecture where all students attend, as well as smaller tutorial groups of approximately 15 or workshop groups of approximately 30. Some units may have a single Lecture per week however many units have 2 or 3 lectures per week. A guide as to how many hours you will be required to attend on campus can be found in the Handbook entry for each unit. The online Teaching Timetable shows the Lecture, Laboratory and Workshop times. You will be required to signup for your tutorials as part of your online enrolment. Many tutorials commence in Week 2, and this information is provided at the first lecture. The Foundation units are the exception as they commence Lectures AND tutorials in Week 1.

**Major**
A major is a group of units that identifies a specialisation in an area of study. Students taking the Bachelor of Arts, for example, will be expected to complete at least one major (eg History) plus general elective units. Many students take their general elective units from a second major or a minor. As part of the enrolment process you will be asked to nominate your major(s) and minor(s). The course description for your major includes the Program Chair’s recommendations for other majors and minors that can be completed with your major (see Attachment A in this booklet).
Minor
A minor is a smaller package of units (unit set) similar to a major, however there are less core units in a Minor. Students are encouraged to take a second major or a minor when they are choosing their General Elective units for their first major. The full list of Minors can be found in the Handbook.

Overload
In certain circumstances a student may wish to exceed the normal fulltime load. Enrolment in more than 14 points per semester requires permission of the Program Chair. Application forms are available from your Divisional Student Administration Office web site:
Arts (http://www.arts.murdoch.edu.au/students/forms.html)
Health Science (http://www.healthsciences.murdoch.edu.au/forms.html)
Science and Engineering (http://www.dse.murdoch.edu.au/admin/student/)

Part I units
Part I is the name that Murdoch gives to the units that students generally take in their first year. Most of Murdoch’s undergraduate degrees require students to normally complete 24 points of Part I units. As most of the Part I units are worth 3 points of credit each this will mean that you will be taking 8 units in your first year, being 4 units each semester. These units have 100 level unit codes (e.g. MAS161).

Part II units
Part II is the name that Murdoch gives to the units that students generally take when they are in their second or third year of study. Most the Part II units are worth 4 points of credit each, and this will mean that you will be taking 6 Part II units in each of the 2nd and 3rd years, being 3 units each semester. These units have 200 or 300 unit codes (e.g. PEC235).

Points
There are 72 points required as the minimum to complete most Bachelor degrees with at least one major. Depending on the choice of majors students can also complete a double major within these 72 points. This would normally take 3 years to complete if you studied full time and successfully passed all units (12 points) each semester.

Primary Unit Set
You have accepted your offer into a course of study, and this course will include the particular first major that you wish to complete. To enable you to enrol in individual units in that course and major you will need to have at least one major recorded as your Primary Unit Set on MyInfo, and the major must relate to the course that you have been offered. For example, if you were offered a single Bachelor of Science in Chemistry your first major would be Chemistry, and therefore you should record Chemistry as your Primary Unit Set. MyInfo will not permit you to enrol in units if you select a Primary Unit set that does not match with your course.

Preclusion
A student may be granted exemptions on the basis of equivalent studies taken before coming to Murdoch, which are not eligible for credit or, in the case of language units, on the basis of language or other relevant proficiency. Such exemptions without credit are called PRECLUSIONS. Where a Preclusion has been awarded the student would not need to complete the precluded unit, however they WILL be required to replace the number of points of preclusion with other general elective Murdoch points.

Prerequisite Unit(s)
This is a requirement which a student must have met in order to be allowed to enrol in a unit. Some units assume a level of understanding before you start the unit. For example, in the Finance major it is expected that you will have an understanding of EXM130 Geological Processes before taking the higher level unit EXM256 Process Mineralogy in Part II (2nd year). Therefore EXM130 is the PREREQUISITE unit to EXM256.

Program Chair
This is the academic staff member who looks after you while you are studying for your first major. The names and contact details of some Program Chairs are listed at the back of this booklet or the full list can be found online at http://www.murdoch.edu.au/contacts/academic/
<table>
<thead>
<tr>
<th><strong>Specified Electives</strong></th>
<th>Some majors may give you a choice of units from a defined list, and these are called Specified Electives. Please note that you do not need to take all of the Specified Electives, only sufficient to meet the requirements of the major.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Timetable</strong></td>
<td>Before enrolling you should check that the units you have chosen are not timetabled to run at the same time. You can find Murdoch’s online timetable at <a href="http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html">http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html</a>. On this timetable you will find your lectures, workshop and tutorial times. Please note that there is an R (Repeat) against certain lectures/workshops/laboratories in the timetable. This is a repeat and you should attend at the time that fits best into your timetable. If there is no R against the time then you are expected to attend every session indicated.</td>
</tr>
<tr>
<td><strong>Unit Co-ordinator and Tutor</strong></td>
<td>An academic staff member is usually the main lecturer of each unit, and is called the Unit Co-ordinator. When you attend the smaller tutorial group you may also be assigned a Tutor. The tutor or the Unit Co-ordinator are the people who you can go to if you have any queries about the individual unit. The names of the Unit co-ordinators are available on each Unit Welcome Page on the Murdoch website (<a href="http://www.murdoch.edu.au/index/units">http://www.murdoch.edu.au/index/units</a>).</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>This is the name given to each individual package of study, for example MAS182 Applied Mathematics is a unit.</td>
</tr>
<tr>
<td><strong>Unit Set</strong></td>
<td>Murdoch’s online enrolment system refers to Unit Sets as being the name of the Majors and minors, or specializations that you are intending to complete during your course. See also “Major” and “minor”.</td>
</tr>
</tbody>
</table>
FAQs – Frequently Asked Questions

1. General Electives - What are they and where can I find them?
   A General Elective is a unit that is not a required unit (Core Unit or Specified Elective) for your Major or Course. It can be selected from outside your primary area of study and may form part of a second Major or Minor. See ‘Uni-speak’ in this booklet for a longer explanation of General Electives along with Majors and Minors. There is no single ‘list’ of General Electives. You can select General Electives by taking the units that make up a second Major or Minor or by looking at the online Handbook list of units http://handbook.murdoch.edu.au/units/.

2. Units - Which units do I need to do and how do I know that I have enrolled in the right units?
   The Checklist of Units and Prerequisites (Appendix B) and Sample Enrolments (Appendix C) in this booklet show you your required units and units you should enrol into. Enrolment Information for New Students booklets for other Majors are available from the New Student website http://www.murdoch.edu.au/students/new/.

3. Invalid Units - Why is my unit enrolment INVALID?
   Click on the ‘Why is this Invalid?’ button in MyInfo. To find this button, go to ‘Change Enrolment Details’, ‘Self Enrolment Steps’, and then ‘Units’. Beside the invalid unit, you will find this grey button. When you click, a pop-up window will display the reason that the unit is invalid. If you still require help, print off or copy down this information before contacting your Student Administrative Officer (http://www.murdoch.edu.au/dirs/adminassist.html).

4. Activities (Tutorials/Workshops/Labs) & Unit Coordinators - How do I sign up for my Activities and what do I do if they are full?
   Activity sign can be found in MyInfo by going to ‘Change Enrolment Details’, ‘Activity Sign Up’ and then click on the ‘Add or Change Activities’ button. Choose your Activities from the selection available. If your chosen Activity is full there are three options available: review your whole timetable to check if you can make changes to any other units, consider doing a unit externally (if available), or contact the Unit Coordinator, if your circumstances are extenuating. Unit Coordinator contact details can be found via the Unit Welcome Page http://www.murdoch.edu.au/index/units.

5. Unit Sets - What are Unit Sets?
   This is the name given to Majors and Minors by MyInfo, and often referred to as a Course. You must have at least one primary unit set on MyInfo which matches to your course (eg. Bachelor of Arts in History, with primary unit set of History). See also “Unit sets” in the “Uni-speak” in this booklet.

6. Majors and Minors - How do I add or change a major or a minor?
   Second Majors and Minors can be added or changed under 'Unit Sets' in the Self Enrolment Steps on MyInfo. To change your course entirely will require a course transfer which can only be applied for near the end of each semester. The relevant Amend Course Details form can be found online at http://www.oss.murdoch.edu.au/forms/.

7. Part time study or Intermission – How do I study part time? How do I take a semester off?
   You only need to enrol in the number of units you wish to complete each semester. Less than 9 credit points in a semester will mean that the University considers you part time. Students can change between full time and part time study semester by semester, as their circumstances change. See ‘Part time/Full time’ in Uni-speak in this booklet. If you would like to take a semester or more off from studying, you should apply for an ‘Intermission of Enrolment’. The appropriate form can be found online at http://www.dse.murdoch.edu.au/admin/student/.
## Appendix A – Full Course Description

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th><strong>Energy Studies (BAppSc)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
<td><strong>Science and Engineering</strong></td>
</tr>
<tr>
<td><strong>School/Responsible Organisational Unit</strong></td>
<td><strong>School of Electrical, Energy and Process Engineering</strong></td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td><strong>Bachelor of Applied Science (BAppSc) in Energy Studies</strong></td>
</tr>
<tr>
<td><strong>Credit Points for Course</strong></td>
<td>24</td>
</tr>
<tr>
<td><strong>Course Codes</strong></td>
<td>B1201</td>
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</table>
| **Availability** | Murdoch campus (internal)  
Murdoch campus (external) |
<p>| <strong>Duration</strong> | 1 year full-time or part-time equivalent |
| <strong>Description</strong> | This major is intended to provide graduates with a one-year course of study that covers the core areas of Energy Studies. These skills may assist or enhance graduates work in areas such as energy policy, energy economics, energy management and efficiency, sustainable energy systems design and planning, the environmental impact of energy systems and their use, as well as renewable energy research. It offers the opportunity to explore an area in depth via a short research project. |
| <strong>Special Requirements</strong> | Using printed and Internet facilities, students may complete this degree without needing to attend the campus. Assistance is provided by tutors who will correspond with you by telephone, letter or the Internet. |
| <strong>Employment Prospects</strong> | Graduates can expect to gain employment in this rapidly growing area in power generation companies, renewable energy manufacturing and installation companies, international aid organisations, Government departments, energy efficiency and environmental consultancies, university and private industry research organisations. |
| <strong>Main Research Areas</strong> | Renewable energy, remote area power supply systems, components and monitoring, energy management, solar cells, energy policy and economics. |</p>
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th><em>Environmental Science (BAppSc)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Science and Engineering</td>
</tr>
<tr>
<td><strong>School/Responsible Organisational Unit</strong></td>
<td>School of Environmental Science</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>Bachelor of Applied Science (BAppSc) in Environmental Science</td>
</tr>
<tr>
<td><strong>Credit Points for Course</strong></td>
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<tr>
<td><strong>Course Codes</strong></td>
<td>B1202</td>
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</table>
| **Availability** | Murdoch campus (internal)  
Murdoch campus (external) |
| **Duration** | 1 year full-time or part-time equivalent |
| **Description** | This is a graduate-entry degree and is designed to provide graduates of all non-environmental science disciplines with the opportunity to obtain a qualification within the field of environmental science.  
The course is interdisciplinary in nature and is designed to enable graduates to contribute, as individuals and through their employment, to the identification and resolution of environmental problems. It is structured around the themes of air, water, land, biota, people, policy and technology with an integrated environmental management perspective.  
Graduates of the Bachelor of Applied Science (Environmental Science) can apply to enter the Bachelor of Environmental Science. To complete the latter degree all required Part II units from second through fourth year will need to be passed. |
| **Special Requirements** | All units are available externally, although some attendance is required in some cases. |
| **Employment Prospects** | Graduates are well positioned to enter the public and private sectors, to join environmental consulting firms, and to work overseas. Employment opportunities are likely to be enhanced for graduates who have completed the Bachelor of Environmental Science. |
Appendix B – Checklist of Units and Prerequisites

Energy Studies (BAppSc)

School of Electrical, Energy and Process Engineering
Bachelor of Applied Science (BAppSc) in Energy Studies

Course Structure — 24 points

Core Units — 20 points

- PEC492 Energy in Society — 4 pts
  Murdoch: S1-internal, S1-external, S2-external, Y-external
- PEC494 Energy Management — 4 pts
  Murdoch: S1-internal, S1-external, S2-external, Y-external
- PEC490 Energy Systems — 4 pts
  Murdoch: S2-internal, S2-external, Y-external
- PEC491 Energy Policy — 4 pts
  Murdoch: S2-internal, S2-external, Y-external
- PEC493 Energy Economics — 4 pts
  Murdoch: H-external, S1-internal, S1-external

Specified Electives — 4 points

Select from the following:

- PEC532 Greenhouse Science and Policy — 4 pts
  Murdoch: H-external, S1-internal, S1-external
- PEC487 Renewable Energy and Sustainable Development — 4 pts
  Murdoch: S2-internal, S2-external, Y-external
- PEC498 Scientific Monitoring and Data Analysis — 4 pts
  Murdoch: S2-internal, S2-external
- PEC425 Energy Efficiency, System Analysis and Auditing — 4 pts
  Murdoch: S2-external, Y-external
- PEC470 Energy Efficient Building Design — 4 pts
  Murdoch: S1-internal, S1-external

PEC496 Energy Studies Project — 4 pts
Murdoch: S1-internal, S1-external, S2-external, S2-external, Y-external
(this unit is usually taken in the last semester)

If one or more of the required units, or equivalents, have already been completed, or with permission from the Program Chair, students may select electives from other related 400- or 500-level units offered elsewhere in the University.

PREREQUISITES

- PEC493 Energy Economics
  as for PEC393:
  Nil.
- PEC425 Energy Efficiency, System Analysis and Auditing
  PEC201 Thermodynamics or equivalent,
  PEC291/PEC294/PEC494 Energy Management or equivalent,
  MAS161 Calculus and Matrix Algebra or equivalent.
- PEC470 Energy Efficient Building Design
  PEC120 General Physics or equivalent.
- PEC492 Energy in Society
  as for PEC292:
  Knowledge of physics equivalent to M120/PEC120 Introduction to Physics.
- PEC494 Energy Management
  as for PEC294:
  M120/PEC120 General Physics or equivalent.
- PEC491 Energy Policy
  as for PEC391:
  Nil.
PEC496 Energy Studies Project
Completion of three approved Energy Studies units.

PEC490 Energy Systems
as for PEC390:
M120/PEC120 General Physics or equivalent. Recommended:

PEC532 Greenhouse Science and Policy
Enrolment in Postgraduate level.

PEC487 Renewable Energy and Sustainable Development
as for PEC287:

PEC498 Scientific Monitoring and Data Analysis
as for PEC298:
M164/MAS164 Fundamentals of Mathematics and M120/PEC120 Introduction to Physics.
Environmental Science (BAppSc)

School of Environmental Science
Bachelor of Applied Science (BAppSc) in Environmental Science

Course Structure — 24 points

Core Units — 24 points

Select from the following:

- ENV213 Atmospheric Science — 4 pts
  Murdoch: S1-internal, S1-external
- ENV268 Ecology — 4 pts
  Murdoch: S2-internal, S2-external
- ENV319 Environmental Management — 4 pts
  Murdoch: S2-internal, S2-external
- ENV228 Environmental Policy and Law — 4 pts
  Murdoch: S2-internal, S2-external
- ENV311 Management of Aquatic Systems — 4 pts
  Murdoch: S1-internal, S1-external
- ENV211 Pollution and its Control — 4 pts
  Murdoch: S1-internal, S1-external
- ENV281 Water and Earth Science — 4 pts
  Murdoch: S1-internal, S1-external

PREREQUISITES

- ENV213 Atmospheric Science
  Nil.
- ENV268 Ecology
  N103/BIO103 Environmental Biology.
- ENV319 Environmental Management
  Completion of at least 18 points at Part II or enrolment in a graduate course.
- ENV228 Environmental Policy and Law
  Nil.
- ENV311 Management of Aquatic Systems
  N268/ENV268 Ecology or concurrent enrolment.
- ENV211 Pollution and its Control
  N102/ENV102 Introduction to Environmental Science and M115/PEC115 Chemistry for Environmental Science or equivalent, or enrolment in the Bachelor of Technology in Environmental Technology.
- ENV281 Water and Earth Science
  A thorough knowledge of Year 12 secondary-level chemistry is assumed.
Appendix C – Personal Study Plan

Course: (eg Bachelor of Applied Science) _______________________

Major 1: (Energy Studies) _________________________________

Major 2: _______________________________________________

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<thead>
<tr>
<th>YEAR</th>
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Appendix D – Personal Timetable Planner

The Murdoch Teaching Timetable website provides a facility for students to key in their unit codes (Nominated Units Inquiry) where a personal Timetable for Lectures, Workshops and Tutorials will be displayed.

http://www.murdoch.edu.au/admin/timetables/teaching/

<table>
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<tr>
<th>Day of Week</th>
<th>8.30</th>
<th>9.30</th>
<th>10.30</th>
<th>11.30</th>
<th>12.30</th>
<th>1.30</th>
<th>2.30</th>
<th>3.30</th>
<th>4.30</th>
<th>5.30</th>
<th>6.30</th>
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Appendix E – Dates & Deadlines

<table>
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<th>Teaching Period Code</th>
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<tbody>
<tr>
<td></td>
<td>S1</td>
<td>S2</td>
</tr>
</tbody>
</table>

ENROLMENT


WITHDRAWAL


FEES


Appendix F – Program Chair Contact Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact</th>
<th>Phone (+61 8)</th>
<th>Location</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>Dr Angus Morrison-Saunders</td>
<td>9360 6125</td>
<td>SC 3.016</td>
<td>Murdoch</td>
</tr>
<tr>
<td>Energy Studies</td>
<td>Prof Philip Jennings</td>
<td>9360 2274</td>
<td>PS 2.040</td>
<td>Murdoch</td>
</tr>
</tbody>
</table>

Appendix G - Enrolment queries

Enrolment advice will be provided at the Course Advice Sessions being offered in the Orientation Week. If you have attended one of these Course Advice Sessions and still have queries regarding your enrolment, please contact Christina Dyt (Science and Computing Building Room 2.026, c.dyt@murdoch.edu.au). Christina is the Manager of the Division of Science and Engineering Student Services Office and looks after all students enrolled in courses offered by the School of Environmental Science and Electrical, Energy and Process Engineering.

The New Student website (http://www.murdoch.edu.au/students/new/) will also assist you with links to enrolment procedures, sample enrolments, including unit selection for common double majors, Fees, Orientation and Services and Facilities.
### Appendix H – Handy Contacts and Websites

<table>
<thead>
<tr>
<th>Need help with:</th>
<th>Contact</th>
<th>Email</th>
<th>Phone (+618)</th>
<th>Location Murdoch Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment queries</td>
<td>Christina Dyt (Manager, Divisional Student Services)</td>
<td><a href="mailto:c.dyt@murdoch.edu.au">c.dyt@murdoch.edu.au</a></td>
<td>9360 2822</td>
<td>SC 2.026</td>
</tr>
<tr>
<td>General Student queries</td>
<td>Student Service Centre</td>
<td><a href="http://www.murdoch.edu.au/goto/AskTheOracle">http://www.murdoch.edu.au/goto/AskTheOracle</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>IT/MyInfo (Computer problems)</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 3</td>
</tr>
<tr>
<td>Student ID/Library cards</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 3</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Student Service Centre</td>
<td><a href="mailto:parking@murdoch.edu.au">parking@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>HECS-Help and Fees</td>
<td>Student Service Centre</td>
<td><a href="mailto:fees@murdoch.edu.au">fees@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>Books/Unit materials</td>
<td>Bookshop</td>
<td><a href="mailto:bookshop@murdoch.edu.au">bookshop@murdoch.edu.au</a></td>
<td>9360 2540</td>
<td>Refectory Building 2.051</td>
</tr>
<tr>
<td>International Students – arrivals, visas</td>
<td>Murdoch International</td>
<td><a href="mailto:internat@murdoch.edu.au">internat@murdoch.edu.au</a></td>
<td>9360 6770</td>
<td>Senate Building 1.001</td>
</tr>
<tr>
<td>Not Sure Who can help?</td>
<td>Murdoch Reception Switchboard or “Ask the Oracle” (online)</td>
<td><a href="http://www.murdoch.edu.au/goto/AskTheOracle">http://www.murdoch.edu.au/goto/AskTheOracle</a></td>
<td>9360 6000</td>
<td></td>
</tr>
</tbody>
</table>

### Handy Websites

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Division of Science and Engineering</td>
<td><a href="http://www.dse.murdoch.edu.au/">http://www.dse.murdoch.edu.au/</a></td>
</tr>
<tr>
<td>Guild of Students</td>
<td><a href="http://guild.murdoch.edu.au">http://guild.murdoch.edu.au</a></td>
</tr>
<tr>
<td>Murdoch International</td>
<td><a href="http://www.international.murdoch.edu.au">http://www.international.murdoch.edu.au</a></td>
</tr>
<tr>
<td>Murdoch University Homepage</td>
<td><a href="http://www.murdoch.edu.au">http://www.murdoch.edu.au</a></td>
</tr>
<tr>
<td>MyInfo (online enrolment)</td>
<td><a href="http://myinfo.murdoch.edu.au">http://myinfo.murdoch.edu.au</a></td>
</tr>
<tr>
<td>Parking and Transport</td>
<td><a href="http://www.murdoch.edu.au/index/students/P&amp;T">http://www.murdoch.edu.au/index/students/P&amp;T</a></td>
</tr>
<tr>
<td>Unit coordinator details (from Unit Welcome page)</td>
<td><a href="http://www.murdoch.edu.au/index/units">http://www.murdoch.edu.au/index/units</a></td>
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</tbody>
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