Welcome to Murdoch University

Congratulations on your offer of a place to study at Murdoch University. The details included in this booklet will assist you with accepting your offer, seeking advice on your enrolment options, choosing your units and completing your enrolment online. The 7 Steps below ensure that you have the basic information you need to navigate successfully through your first enrolment experience at Murdoch.

Students who are unable to access computer facilities due to exceptional circumstances are able to apply to receive their University correspondence via hardcopy. For further information please contact the External Studies Unit on 93602710.

1. **STEP 1** Accept Offer and Activate Account
2. **STEP 2** Research Your Options
3. **STEP 3** Complete Your Enrolment
4. **STEP 4** Select Your Activities
5. **STEP 5** Get Advice
6. **STEP 6** Go To Orientation and Start Uni
7. **STEP 7** Important Information and FAQs
STEP 1

Accept Offer and Activate Account

☐ Go to the Murdoch Home page …
   … [http://www.murdoch.edu.au/](http://www.murdoch.edu.au/) and click on the “New students” link on the bottom left of your screen. This will take you to our New Students website.

☐ Select the Accept & Activate icon

☐ Read the instructions …
   … carefully for your offer type, then click on the “New students…walk this way” icon.

   You will need your Offer Letter (Domestic students) or Confirmation of Enrolment- eCOE (International students) as this contains your Student Number.

☐ Enter your Student Number

☐ Enter your Date of Birth …
   … in the format DD/MM/YYYY (eg 12/03/1985) and click the SUBMIT button.

☐ Now 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)

☐ Congratulations …
   … you have accepted your place as a Murdoch student and you are now ready to select your units and complete your enrolment!
STEP 2

Research Your Options

☐ **Read your Course/Major Description (Appendix A)**
  The description will provide you with information about your course and major, including recommended double majors and minors.

☐ **Review your Checklist and Unit Prerequisites (Appendix B)**
  The checklist is the structure of your course and the units you need to complete for your degree. It includes required prerequisites to help you plan the order of your units.

☐ **Choose your units …**
  …you want to enrol in for the current year by using the information you have reviewed above from the checklist (Appendix B). You can find out about each unit in the Handbook online [http://handbook.murdoch.edu.au/units/](http://handbook.murdoch.edu.au/units/).

  **Part I units (100-level units)** are taken in the first year. Most of the Part I units are worth 3 points each, this means you will be taking 8 units in your first year, being 4 units each semester.

  **Part II units (200-level and above units)** are taken in the second or third year of study. Most Part II units are worth 4 points each, this means that you will be taking 6 Part II units in each of the 2nd and 3rd years, being 3 units each semester.

  **General Electives** are ‘free choice’ units. You can use these units to meet the requirements of a second major or a minor. Use the Handbook online ([http://handbook.murdoch.edu.au/](http://handbook.murdoch.edu.au/)) to help you search for these and for individual unit prerequisites.

☐ **Check your Timetable**

  Generally you should find that the lectures for your core units and specified elective units will not clash, however some general elective units may not fit into your timetable. If this happens you may need to choose another general elective.

  You can check the timetable for the units you have chosen for your first semester of enrolment to make sure they are not timetabled to run at the same time.
The quickest method of checking this is to refer to the online teaching timetable’s Nominated Units Enquiry website at: http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html.

Don’t panic if you are unsure of your choice of units. Do the best you can, and then seek help via:

☐ **New Student website** [http://www.murdoch.edu.au/students/new/](http://www.murdoch.edu.au/students/new/) provides more details regarding the choices of units and enrolment in units via MyInfo.

☐ Investigate your **Course Advice Session(s)** that will be held during Orientation Week where there will be staff available to answer your queries about your course. (see Step 5)

☐ **Faculty Student Administration staff member.** You have been allocated a staff member to assist you with your enrolment queries regarding your chosen course, for contact details see Appendix G. Sample enrolments of popular double majors can be found on the Faculty Student Administration website [http://www.murdoch.edu.au/fsa/](http://www.murdoch.edu.au/fsa/).

☐ **Now you are ready to enrol …**
STEP 3

Complete Your Enrolment

Log in to MyMurdoch..

… at http://www.murdoch.edu.au/goto/MyMurdoch to access your portal to Murdoch’s online facilities using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

Click on MyInfo tab

Log in to MyInfo using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1). And yes, the University is working on this double log in process!

What is MyInfo? MyInfo is the University’s student self enrolment and management system. Within MyInfo you can manage your enrolment including unit selection, unit set (majors, minors) enrolment and activity signup. You can also update your personal details (home and postal addresses, email address etc).

Go to Self Enrolment Steps

Within MyInfo on the left menu, click on <Change Enrolment Details> and then <Self Enrolment Steps>. Read all of the information on this page and then scroll down to the <Self Enrolment Steps> heading. Work your way through each of the steps.

Icons are used to represent the status of each Self Enrolment Step. Each step has an explanation to the process so please read each one carefully.

Disclaimer – statement regarding your use of MyInfo
Services – opportunity to join the Murdoch Student Guild or validate your Transperth Smartrider.
Government Statistics – Government requirement to assist in forward planning.

Course Completion Date

Keeps the university informed of when you expect to graduate, so please keep this up to date as it is very important.
Unit Sets (Majors and Minors)
You will need to have at least one Unit Set recorded as your Primary Unit Set. Your Primary Unit Set must relate to the course you are currently enrolled under.

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 that matches the course you were offered (eg. Bachelor of Arts in History, with Primary Unit set of History).

Units
This is where you enrol in your individual units. Use the Search function to find the unit you want. You can also just type in the unit code of the unit you wish to enrol in. Do one unit at a time and Save Changes after each unit added. Remember to enrol in all of your units for the year.

D = internal, X = external, S1 = Semester 1, S2 = Semester 2. When you have successfully enrolled in a unit the ‘Status’ column will show ‘Enrolled’ and the background colour will change from grey to blue.

Remember to make sure you have your Pop-Up Blockers turned off when you are in MyInfo as it will affect your ability to save your units.

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 your TFN handy or have not applied for one from the Australian Taxation Office yet you can come back to this step later, however this step must be completed by the Census Date to avoid having your course cancelled as per Commonwealth Government regulations.

Check your Current Enrolment Details
When you have enrolled in all units that you intend to take for the year you are encouraged to view your current enrolment from the Current Enrolment Details menu in MyInfo. Select <Course and Unit Details> and then click on the course code next to the Units heading. You will need to check that all of the units that you intend to take for the year are included.

Unit Status shows as ENROLLED!
Well done, you have enrolled in your units. Please be aware that your Course Status will remain as Inactive until semester begins.

If you have any trouble getting into or navigating your way around MyMurdoch or MyInfo or have a technical issue, check out the Help link or contact the IT Service Desk (itservicedesk@murdoch.edu.au, p: 93602000 or Level 2, North Wing, Library).
**STEP 4**

**Select Your Activities**

- **Sign up for your Activities**
  - What are Activities? Activities are the collective term used for lectures, tutorials, workshops, seminars and laboratories.
  - You will need to have completed your Unit Enrolment (Step 3) before you can sign up to the associated activities.
  - Log in to MyMurdoch and then MyInfo as per Step 3 ([http://www.murdoch.edu.au/goto/MyMurdoch](http://www.murdoch.edu.au/goto/MyMurdoch)). On the left menu, click on *<Change Enrolment Details>* and then *<Activity Sign Up>*. Read all of the information as it will tell you when the Activity Sign Up function is open.
  - The system works on a first-in-first-served basis so you are advised to enrol in your activities as soon as possible.
  - Click on *<Add or Change Activities>*. Read all of the information and then scroll down to see your Unit enrolments and the available activities.
  - Although signing up to a Lecture activity may not be mandatory for all units, it is recommended that you do to highlight any possible clashes on your timetable. If your unit attempt status is ‘Invalid’, you will be unable to sign up for activities for that unit.

- **Select Activities**
  - Make your selections for the different activities. It is recommended that you start with all your lectures first and save. Then choose the other associated activities for each unit, saving as you go. Be sure you also note the start week for each activity as they may not all start from Week 1 of Semester.

- **View Activities Timetable**
  - Click on the MyUnits page of MyMurdoch to see all of your activities displayed on your Personal Calendar. Print this out for your diary.
Your Program Chair(s) will advise you on the requirements of your course and answer any unit selection and enrolment queries at your “Investigate” - course advice session held before the start of the semester. This session will provide you with valuable information relating to your course, units and enrolment options and it is therefore essential that you attend.

For the full Orientation timetable see http://www.murdoch.edu.au/students/new/orientation.html.

When and Where is your “Investigate” course advice session?
When: Thursday, July 31
Where: Peel Campus
Who: Nursing Conversion

There are online maps of the three campuses for Murdoch at http://www.murdoch.edu.au/index/visitors/wherearewe#campuses The maps will provide details of where the course advice venues are.

If you are still unsure of your choice of units after you have read this booklet and you have attended the relevant “Investigate” course advice session you can email or phone your Faculty Student Administration staff member (Appendix G) with details of your query.
STEP 6

Go To Orientation and Start Uni

The Orientation program has been designed to meet your specific needs as a new student to Murdoch. This includes an introduction to key Murdoch University staff, the campus and to the facilities and services that are available to you. You should expect to attend at least 2 days at Orientation to experience the helpful and friendly atmosphere at Murdoch.

You can check the full orientation timetable (http://www.murdoch.edu.au/students/new/orientation.html) for event and Investigate - course advice session details.

All students should attend Orientation to experience the helpful and friendly atmosphere at Murdoch.

☐ Things to do during Orientation Week:
  ☐ Discover – All about Murdoch and what you should expect here.
  ☐ Investigate – Your course advice session to find out what your enrolment options are and how your Program Chair can help you.
  ☐ Support – Who can help you? Find out before you need it!
  ☐ Explore – Campus and Library tours. How not to get lost.
  ☐ Connect – Computer use on campus
  ☐ Succeed – How to be a successful student
  ☐ Meet the Student Guild and find out about their services
  ☐ Have your photo taken for your Student ID/Library Card
  ☐ Organise a parking permit (or avoid the queues and do it online at: http://www.oss.murdoch.edu.au/parking/)
  ☐ Join one of the many Murdoch Clubs & Societies
  ☐ Meet other students in your same course.
STEP 7

Important Information and FAQs

General Electives – What are they, where can I find them? A General Elective is a unit that is not a required unit (that is not 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. 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 complete list of units available [http://handbook.murdoch.edu.au/units/](http://handbook.murdoch.edu.au/units/)

Units – Which units do I need to do and how do I know that I have enrolled in the right units? Your Checklist of Units and Prerequisites (Appendix B) and Sample Enrolment (Appendix C) in this booklet show you which are your required units. The Sample Enrolments for other majors are available from the Faculty Student Administration website [http://www.murdoch.edu.au/fsa/](http://www.murdoch.edu.au/fsa/).

Invalid Units – Why is my unit enrolment INVALID? Beside the invalid unit, you will find a grey button labelled ‘Why is this Invalid?’ When you click on this button, 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 Faculty Student Administration staff member (Appendix G).

Activities – How do I sign up & what do I do if they are full? Use Step 4 to assist you with your Activity sign up within the MyInfo part of MyMurdoch. If your chosen Activity is full, there are three options available: review your whole timetable to check if you can change to another other unit, consider doing a unit externally (if available), or contact the Unit Coordinator if you have exceptional circumstances. Unit Coordinator contact details can be found by entering the unit code in the search bar on the MyUnits page of MyMurdoch.

Where can I find my credit and exemptions (Advanced Standing)? If you have notified the University that you wish to be assessed for Advanced Standing (either on your application or via contact with the Accreditation Officer), your credit and exemptions will be shown on the MyInfo part of MyMurdoch. Go to ‘Current Enrolment Details’, select <Course and Unit Details>, scroll down the list to ‘Advanced Standing’ and click on course code next to this heading (eg B1137). Allow at least 10 working days from receipt by the University of your application and supporting documentation before this information will be available on your enrolment record. Should you have any queries regarding Advanced Standing you should contact the Accreditation Officer (see Appendix H).
Enrolment Deadlines – Internal and External units. You will be expected to enrol in all your units for the current year as soon as possible. The last date to add a unit is the end of Week 1 of Semester. For external units, the mail-out of unit materials will commence two weeks prior to the start of each Semester, so you should enrol in your external units as soon as possible. If you enrol in an external unit you should allow up to 10 days from the date you enrolled to receive your materials.

University Regulations and Rules Students should ensure they are familiar with the University’s internal legislation, including provisions specifically relevant to their studies. University Regulations and Rules - see http://www.murdoch.edu.au/admin/legsln/

How do I add or change my course, major or minor? To change your course entirely will require a course transfer which can only be applied for near the end of each semester. The relevant course transfer form, Amend Course Details, can be found at http://www.oss.murdoch.edu.au/forms/. Most second majors and minors can be added or changed under ‘Unit Sets’ in the ‘Self Enrolment Steps’ on the MyInfo part of MyMurdoch.

Email Account & Correspondence The University’s primary form of contact with students is via email. The University automatically provides you with an email address, (yourstudentnumber@student.murdoch.edu.au) and you can access this email account at: https://wwwstudent.murdoch.edu.au/mail using your Murdoch User name and Password (same as MyMurdoch). You can choose to use a different email account, for example a Yahoo account. It is essential that you keep the email address listed in the MyInfo page of MyMurdoch up to date so that you receive important communications from your lecturers and the University.

Cancellation of Courses, Minors and Units The University reserves the right to cancel, without notice, any course, major, minor or unit if the number of students enrolled falls below limits set by the University

Glossary A general summary to help you with some of the more common terms that you will come across as you plan your studies can be found on the Faculty Student Administration web page. A full list of Murdoch terminology and relevant regulation requirements can be found in the Murdoch Glossary (http://handbook.murdoch.edu.au/2008/09_glossary.pdf ).
### Nursing Conversion (BNursConv)

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<td>32 to 34</td>
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<tr>
<td>Course Codes</td>
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**Description**

This eight-unit degree provides practicing Registered Nurses the opportunity to obtain an undergraduate qualification and further their knowledge and skills in nursing issues essential for advanced professional practice. The course also prepares students to progress to postgraduate studies.

Students who are Australian residents will benefit from the topics on leadership, cultural and Indigenous health care, teaching, research and management.

Students who are currently registered to practice in an overseas country will additionally benefit from studies on nursing within an Australian context.

**Special Requirements**

Australian applicants or those with permanent resident status - Nil

International applicants must have a level of health suitable to meet the requirements of such a course and meet safe nursing practice.

Before commencement of their first clinical placement, students will be required to obtain the following:

- Department of Health Criminal Record clearance;
- Screening for Tuberculosis, Rubella, Mumps, Measles, Varicella, Tetanus-Diptheria, Poliomyelitis, Hepatitis B and MRSA;
- CPR certificate.

Before students commence paediatric clinical practicum they will be required to apply for a Working With Children clearance.

A current certificate of cardiopulmonary resuscitation (CPR) competence is mandatory from all students prior to the commencement of clinical practice.

Evidence must be provided and sighted prior to commencement of clinical practice for all the above.
APPENDIX B

Checklist of Units & Prerequisites

Nursing Conversion (BNursConv)
School of Nursing
Bachelor of Nursing Conversion (BNursConv)

Course Structure - 32 to 34 points
Core Units - 32 to 34 points

All Students
- NUR208 Holistic Developmental Health Assessment - 4 pts
  Peel: S2-Int
- NUR207 Nursing Bioscience III - 4 pts
  Peel: S1-Int
- NUR311 Bioethics and Law for Nurses - 4 pts
  Peel: U13-Int
- NUR204 Issues in Mental Health - 4 pts
  Rock: S1-Int
- NUR309 Health Management Practices - 4 pts
  Peel: U13-Int
- NUR308 Research Process for Nurses: From Research to Practice - 4 pts
  Peel: S1-Int

Plus for All Australian Registered Nurses
- NUR209 Teaching in Health Care - 4 pts
  Peel: S2-Int
- NUR304 Indigenous Culture and Health Care - 4 pts
  Peel: S2-Int

Plus for International Registered Nurses intending to apply for registration with the Nurses Board of Western Australia.
- NUR304 Indigenous Culture and Health Care - 4 pts
  Peel: S2-Int
- NUR312 Holistic Nursing IV - 4 pts
  Peel: S2-Int
- NUR322 Holistic Nursing IV - Clinical Placement - 1 pts
  Peel: SS5-Ext
- NUR224 Issues in Mental Health - Clinical Placement - 1 pts
  Peel: W14-Ext

Plus for Singapore Registered Nurses and other International students not intending to apply for registration with the Nurses Board of Western Australia
- NUR209 Teaching in Health Care - 4 pts
  Peel: S2-Int
- NUR310 Nursing Theories Applied to Practice - 4 pts
  Peel: S2-Int

Prerequisites - Nursing Conversion (BNursConv)

Bioethics and Law for Nurses (NUR311)
Health Management Practices (NUR309)
Holistic Developmental Health Assessment (NUR208)
Holistic Nursing IV (NUR312)
- Prerequisites: NUR208 Holistic Developmental Health Assessment, NUR207 Nursing Bioscience III, NUR311 Bioethics and Law
Holistic Nursing IV - Clinical Placement (NUR322)
- Prerequisites: Co-requisite: NUR312 Holistic Nursing IV.
Indigenous Culture and Health Care (NUR304)
- Prerequisites: NUR301 Family and Community Health Care or enrolment in the Bachelor of Nursing Conversion.
Issues in Mental Health (NUR204)
- Prerequisites: Completion of Part I of the Bachelor of Nursing.
Issues in Mental Health - Clinical Placement (NUR224)
- Prerequisites: NUR204. Students who have not completed NUR204 in the previous semester must undertake revision of the necessary clinical skills in consultation with the unit coordinator before undertaking this unit.
Nursing Bioscience III (NUR207)
Nursing Theories Applied to Practice (NUR310)
Research Process for Nurses: From Research to Practice (NUR308)
Teaching in Health Care (NUR209)
## APPENDIX C

### Personal Study Plan

Unit Sets: ________________________________________________________________
________________________________________________________________________

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<th>SEMESTER 2</th>
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APPENDIX D

Program Chair & Academic Contact Details

Bachelor of Nursing Conversion, Kristina Medigovich
k.medigovich@murdoch.edu.au  p: 08 9582 5512, Peel Campus Room 2.017

Correct at time of printing. For the most up-to-date list of Academic contacts, please consult:
http://www.murdoch.edu.au/contacts/academic/

APPENDIX E

Enrolment Enquiries

Enrolment advice will be provided at the Course Advice Sessions and during Orientation Week. If you have attended one of these sessions and still have enrolment queries, please contact your Faculty Student Administration staff member.

Jill Foster, Student Administrative Officer
j.foster@murdoch.edu.au
Education and Humanities Building Room 2.002
ph: 08 9360 6635
http://www.murdoch.edu.au/fsa/

The New Students 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 F

Handy Contacts and Websites

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<th>Contact</th>
<th>Email</th>
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<td><a href="mailto:parking@murdoch.edu.au">parking@murdoch.edu.au</a></td>
<td>9360 6127</td>
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<td>9360 6352</td>
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<td>Mr John Tan (International Stud.)</td>
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Handy Websites

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