# CONTENTS

Welcome to Murdoch University ................................................................. 1

## STEP

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accept Offer and Activate Account</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Research Your Options</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Complete Your Enrolment</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Select Your Activities</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Get Advice</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Go To Orientation and Start Uni</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Important Information and FAQs</td>
<td>9</td>
</tr>
</tbody>
</table>

## APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Full Handbook Description and Course Structure</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Certificate in Journalism</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Diploma in Journalism</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Certificate in Media Production</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Diploma in Media Production</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Certificate in Public Relations</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Diploma in Public Relations</td>
<td>16</td>
</tr>
<tr>
<td>B</td>
<td>Personal Study Plan</td>
<td>17</td>
</tr>
<tr>
<td>C</td>
<td>Program Chair &amp; Academic Contact Details</td>
<td>18</td>
</tr>
<tr>
<td>D</td>
<td>Enrolment Enquiries</td>
<td>18</td>
</tr>
<tr>
<td>E</td>
<td>Handy Contacts and Websites</td>
<td>19</td>
</tr>
</tbody>
</table>
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.

STEP 1 Accept Offer and Activate Account
STEP 2 Research Your Options
STEP 3 Complete Your Enrolment
STEP 4 Select Your Activities
STEP 5 Get Advice
STEP 6 Go To Orientation and Start Uni
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 Handbook Description and Course Structure (Appendix A)
The description will provide you with information about your course and any relevant specialisations. The structure of your course details 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 (Appendix A). You can find out about each unit in the Handbook online http://handbook.murdoch.edu.au/units/.

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

You can check the timetable for the units you have chosen for your 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/ provides more details regarding the choices of units and enrolment in units via MyInfo.

☐ Your Postgraduate Coursework Advice Session 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 D.

☐ 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 (course and specialisations – if applicable) enrolment and activity signup. You can also update your personal details (home and postal addresses, email address etc).

☐ Go to Self Enrolment Steps
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
☐ Services
☐ Government Statistics

☐ 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 (Course and Specialisation – if applicable)**
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 the Course and Specialisations (if applicable) 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. Master of Arts in Public Policy, with Primary Unit set of MA-PUB-POL).

□ **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 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). 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 the teaching period.

☐ 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.
STEP 5
Get Advice

Your Program Chair(s) will advise you on the requirements of your course and answer any unit selection and enrolment queries at your Postgraduate 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 Postgraduate Coursework Advice Session?
When: Wednesday, July 30 at 6.00 pm
Where: Level 3, Library Learning Common
Who: All postgraduate students.

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 Postgraduate Coursework Advice session venue is.

If you are still unsure of your choice of units after you have read this booklet and you have attended the relevant Postgraduate Coursework Advice Session you can email or phone your Faculty Student Administration staff member (Appendix D) with details of your query.
The Orientation program has been designed to meet your specific needs as a new postgraduate 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 can check the full orientation timetable (http://www.murdoch.edu.au/students/new/orientation.html) for event and Postgraduate Coursework Advice Session details.

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

☐ **Things to do during Orientation Week:**
☐ Attend your Postgraduate Coursework Advice Session
☐ **Discover** – All about Murdoch and what you should expect here.
☐ **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

and

☐ 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.
Important Information and FAQs

**Units – Which units do I need to do and how do I know that I have enrolled in the right units?** Your Course Structure (Appendix A) in this booklet shows you which are your required units. Details for other courses 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 D).

**Dissertation/Thesis/Project Units – Why can’t I enrol in them?** If your course requires enrolment in a Dissertation/Thesis/Project unit, you may not be able to self-enrol in that unit. As these units are usually taken over one or more semesters, we enrol you in proportional points to ensure the load is accurately reflected on your academic record. Please contact your Faculty Student Administration staff member for assistance (See Appendix D).

**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 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 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 M1006). 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 E).
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 Friday of Week 1 of the teaching period. For external units, the mail-out of unit materials will commence two weeks prior to the start of each teaching period, so you should enrol in your external units as soon as possible. If you enrol in an external unit after the initial mail-out 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.
http://www.murdoch.edu.au/admin/legsln/

How do I add or change my course? To change your course entirely will require a new application to be submitted which can only be applied for near the end of each semester. The relevant course application forms can be found at http://www.murdoch.edu.au/Future-students/Postgraduate-

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 MyInfo page of MyMurdoch up to date so that you receive important communications from your lecturers and the University.

Cancellation of Courses The University reserves the right to cancel, without notice, any course 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
APPENDIX A

Full Handbook Description and Course Structure

Postgraduate Certificate in Journalism

Credit Points  12
Course Codes  C1065
Description  This one-semester certificate is for graduates of any discipline who want to gain practical skills and an understanding of the professional practice of journalism. It will help them develop new career choices in the media and allied industries. Note: Candidates wanting to develop their practical skills and experience to a level required for entry-level jobs in the Australian media should undertake the Postgraduate Diploma in Journalism. The diploma provides such skills through production units and industry placements.

Course Structure -- 12 points

Core Units -- 8 points
MCC545 Media Law and Ethics -- 4 pts
Murdoch: S1-internal
MCC541 News Reporting and Writing -- 4 pts
Murdoch: S1-internal

Specified Electives -- 4 points
Select from the following:
MCC534 Literary Journalism -- 4 pts
Murdoch: S2-internal
MCC616 Radio Project -- 4 pts
Murdoch: S1-internal
MCC544 Radio Presenting and Producing -- 4 pts
Murdoch: S1-internal
MCC540 Journalism and Society -- 4 pts
Murdoch: S2-internal
MCC543 Radio News -- 4 pts
Murdoch: S2-internal
MCC627 TV News -- 4 pts
Murdoch: S2-internal
MCC5491 Journalism Project -- 4 pts
Murdoch: S1-internal
Postgraduate Diploma in Journalism

Credit Points
Course Codes

Description This diploma is for those who want to understand and practise print and/or broadcast journalism. It will provide the full range of skills you need to be a news professional, including reporting and writing, print and broadcast news production, law, ethics, journalism theory, feature-writing, subediting, desktop publishing and industry internships.

Course Structure -- 24 points

Core Units - 12 points
MCC545 Media Law and Ethics - 4 pts
Murdoch: S1-internal
MCC541 News Reporting and Writing - 4 pts
Murdoch: S1-internal
MCC540 Journalism and Society - 4 pts
Murdoch: S2-internal

Specified Electives - 8 points
Select from the following:
MCC616 Radio Project - 4 pts
Murdoch: S1-internal
MCC534 Literary Journalism - 4 pts
Murdoch: S2-internal
MCC544 Radio Presenting and Producing - 4 pts
Murdoch: S1-internal
MCC543 Radio News - 4 pts
Murdoch: S2-internal
MCC549 Journalism Project - 8 pts
Murdoch: U-internal
OR
MCC5491 Journalism Project - 4 pts
Murdoch: S1-internal
MCC627 TV News - 4 pts
Murdoch: S2-internal

General Electives -- 4 points
Select from any 500/600-level units offered by the University including from any of the above, subject to individual unit prerequisites.
Postgraduate Certificate in Media Production

Credit Points
12

Course Codes
C1066

Description
This is a production-based graduate-entry certificate consisting of one semester of full-time study or part-time equivalent. It provides an opportunity for graduates from any discipline to focus on the media, vocational and applied elements of the topic of their interest and in the context of specific projects in film, radio, television, print or multimedia.

This is an intensive hands-on course based on one-on-one consultation with a supervisor throughout the term of the diploma. The course will equip students with production skills and the ability to produce and manage in Screen, Radio or multimedia productions.

Course Structure - 12 points

Core Units -- 8 points
MCC533 Media Production Seminar - 4 pts
Murdoch: S1-int, S2-int
MCC537 Advanced Media Project Preliminary - 4 pts
Murdoch: S1-int, S2-int, Y-int

Specified Electives - 4 points
Any unit in Media available at 500/600-level
OR
MCC625 Professional Placement in Media Communication and Culture -- 4 pts
Murdoch: S1-internal, S2-internal, U-internal, W-internal
Postgraduate Diploma in Media Production

Credit Points  24  
Course Codes  P1051  

Description  This is a production-based graduate-entry course consisting of one year of full-time study or part-time equivalent. It provides an opportunity for graduates from any discipline to focus on the media, vocational and applied elements of the topic of their interest and in the context of specific projects in film, radio, television, print or multimedia. This is an intensive hands-on course based on one-on-one consultation with a supervisor throughout the term of the diploma. The course will equip students with production skills and the ability to produce and manage in Screen, Radio or multimedia productions.

Course Structure - 24 points  

Core Units - 20 points  
MCC533 Media Production Seminar - 4 pts  
Murdoch: S1-internal, S2-internal  
MCC537 Advanced Media Project Preliminary - 4 pts  
Murdoch: S1-internal, S2-internal, Y-internal  
MCC538 Advanced Media Projects - 12 pts  
Murdoch: S1-internal, S2-internal, Y-internal  

Specified Electives - 4 points  
Any Media Studies, Screen and Sound or Radio unit available at 500/600-level  
OR  
MCC625 Professional Placement in Media Communication and Culture - 4 pts  
Murdoch: S1-internal, S2-internal, U-internal, W-internal
Postgraduate Certificate in Public Relations

Credit Points  12
Course Codes   C1067

Description   The certificate provides students with a grounding in various aspects of public relations theory and practice. Students focus on a number of the following: ethics, issues management, crisis communication, media relations, strategy development and stakeholder engagement.

Course Structure - 12 points

Core Units - 12 points
Select from the following:
MCC607 Campaign Management - 4 pts
Murdoch: S2-internal
MCC645 Communication and Conflict Management - 4 pts
Murdoch: S1-internal
MCC504 Public Relations: Contemporary Approaches - 4 pts
Murdoch: S2-internal
MCC546 Professional Communication - 4 pts
Murdoch: S1-internal, S1-external
MCC625 Professional Placement in Media Communication and Culture - 4 pts
Murdoch: S1-internal, S2-internal, U-internal, W-internal
MCC513 Communication Research - 4 pts
Murdoch: S2-internal
Postgraduate Diploma in Public Relations

Credit Points  24
Course Codes  P1052
Availability  Murdoch campus (internal)
Duration  1 year full-time or part-time equivalent
Description  The diploma prepares students for work in the public relations profession by providing them with an understanding of public relations theory and practice, including ethics, issues management, crisis communication, media relations, strategy development and stakeholder engagement. Students will learn about the planning, management and evaluation of public relations campaigns. In addition, they will have the opportunity to undertake industry internships in Australia or abroad.

Course Structure - 24 points

Core Units - 16 points
MCC607 Campaign Management - 4 pts  Murdoch: S2-internal
MCC504 Public Relations: Contemporary Approaches - 4 pts  Murdoch: S2-internal
MCC645 Communication and Conflict Management - 4 pts  Murdoch: S1-internal
MCC546 Professional Communication - 4 pts  Murdoch: S1-internal, S1-external

Specified Electives - 8 points
Select from the following:
MCC625 Professional Placement in Media Communication and Culture - 4 pts  Murdoch: S1-internal, S2-internal, U-internal, W-internal
MCC513 Communication Research - 4 pts  Murdoch: S2-internal
MCC545 Media Law and Ethics - 4 pts  Murdoch: S1-internal
MCC566 Media Audiences and the Public - 4 pts  Murdoch: S1-internal, S1-external
APPENDIX B

Personal Study Plan

Course/Specialisation: _____________________________________________________
________________________________________________________________________
________________________________________________________________________

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C

Program Chair & Academic Contact Details

Postgraduate Certificate in Journalism, Postgraduate Diploma in Journalism, Postgraduate Certificate in Public Relations, Postgraduate Diploma in Public Relations, Mr Chris Smyth
c.smyth@murdoch.edu.au, p: 08 9360 6246, EH 3.064

Postgraduate Certificate in Media Production, Postgraduate Diploma in Media Production, Ms Melanie Rodriga
m.rodriga@murdoch.edu.au, p: 08 9360 2465, EH4.071

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 D

Enrolment Enquiries

Enrolment advice can be sought from either the Program Chair or your Faculty Student Administration staff member.

Malcolm Hollier, Student Administrative Officer
m.hollier@murdoch.edu.au
Education and Humanities Building Room 2.002
p: 08 9360 6093
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, Fees, Orientation and Services and Facilities.
# APPENDIX E

## 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>IT/MyInfo</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 2</td>
</tr>
<tr>
<td>Student ID 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 2</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 2.051</td>
</tr>
<tr>
<td>International Students</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 1.001</td>
</tr>
<tr>
<td>Advanced Standing – Credit &amp; Exemptions</td>
<td>Mr Allan Wong (Domestic Students) Mr John Tan (International Stud.)</td>
<td><a href="mailto:a.wong@murdoch.edu.au">a.wong@murdoch.edu.au</a> <a href="mailto:j.tan@murdoch.edu.au">j.tan@murdoch.edu.au</a></td>
<td>9360 6352 9360 6010</td>
<td>Chancellery 2.027 Senate 1.001</td>
</tr>
</tbody>
</table>

## Handy Websites

<table>
<thead>
<tr>
<th>Website</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student home page</td>
<td><a href="http://www.murdoch.edu.au/students/new/">http://www.murdoch.edu.au/students/new/</a></td>
</tr>
<tr>
<td>Dates and Deadlines</td>
<td><a href="http://www.oss.murdoch.edu.au/timetables/">http://www.oss.murdoch.edu.au/timetables/</a></td>
</tr>
<tr>
<td>Faculty Student Administration</td>
<td><a href="http://www.murdoch.edu.au/fsa">http://www.murdoch.edu.au/fsa</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>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>Teaching timetable</td>
<td><a href="http://www.murdoch.edu.au/admin/timetables/teaching/">http://www.murdoch.edu.au/admin/timetables/teaching/</a></td>
</tr>
<tr>
<td>Unit coordinator details</td>
<td><a href="http://www.murdoch.edu.au/index/units">http://www.murdoch.edu.au/index/units</a></td>
</tr>
</tbody>
</table>