School of Nursing and Midwifery

- Nursing (BNurs)
Welcome to Murdoch University

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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. Additional enrolment assistance is available via the “New Students” website at: http://www.murdoch.edu.au/students/new/.

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** Seek 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/ and click on the “New student” tab on 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**
The description will provide you with information about your course and major, including recommended double majors and minors and can be found later in this booklet.

☐ **Review your Checklist and Unit Prerequisites**
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 and can be found later in this booklet.

☐ **Review the Sample Enrolments**
The Sample Enrolment provides you with a pre-made study plan for your major. Some majors provide you with a choice of units in the requirement, so you may wish to create your own study plan. These can be found later in this booklet.

☐ **Choose your units …**
…you want to enrol in for the current year by using the information you have reviewed above from the Checklist and Sample Enrolment. 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:

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 Course Advice Session(s) where staff will be available to answer your queries about your course. See Step 5 for dates and time of your session.

☐ 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 Enrolment Enquires later in this booklet. Sample enrolments of popular double majors can be found on the Faculty Student Administration website http://www.murdoch.edu.au/fsa/.

☐ Now you are ready to enrol …
STEP 3
Complete Your Enrolment

☐ **Log in to MyMurdoch** …
… Goto the Murdoch homepage, select “Current Students” right at the top of the page then select “MyMurdoch” to access your portal to Murdoch’s online facilities using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

☐ **Log in to MyInfo**
Click on the MyInfo tab and then click on the MyInfo Login icon and use your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).
And yes, the University is working on this double login process!

ℹ️ 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.

ℹ️ 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 and major 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

What are Activities? Activities are the collective term used for lectures, tutorials, workshops, seminars and laboratories and only relate to internal units. There are no Activities for external units.

☐ Sign up for your Activities
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. 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 Personal Calendar
Click on the MyUnits page of MyMurdoch to see all of your activities displayed on your Personal Calendar, in a week-by-week format. Please note that it may take 15 minutes or more for any enrolment changes to be reflected in the calendar.
STEP 5
Seek Advice

Your Program Chair(s) will advise you on the requirements of your course and answer any unit selection and enrolment queries at your Course Advice Session held during Orientation Week. This session will provide you with valuable information relating to your course, units and enrolment options and it is therefore essential that you attend.

☐ When and Where is your Course Advice Session?

The full Orientation Week program is available online and can be viewed at http://www.murdoch.edu.au/students/new/orientation.html

For further information on all events and sessions occurring during Orientation week see the timetable at: http://www.murdoch.edu.au/students/new/orientation.html.

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 Course Advice Session you can email or phone your Faculty Student Administration staff member 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 University and will help you with a smooth transition to University studies. To experience and benefit from all the advice that is available during Orientation week you would be required to attend the 2 days scheduled for you. We encourage you to take advantage of this time to familiarise yourself with the campus, the support services available and to make friends and enjoy yourselves.

You can check the full orientation timetable (http://www.murdoch.edu.au/students/new/orientation.html) for event and Course Advice Session details.

Orientation Week will commence on Sunday 26th July. Closer to this date you will be sent detailed information on the events and session happening during Orientation Week that you need to attend.
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 a 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 and Sample Enrolment 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.

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 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.
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://www.student.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).
<table>
<thead>
<tr>
<th><strong>Nursing (BNurs) – Course Description</strong></th>
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<tr>
<td><strong>School</strong></td>
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<td><strong>Qualifications</strong></td>
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<td><strong>Credit Points for Course</strong></td>
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<td><strong>Course Codes</strong></td>
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<td><strong>Description</strong></td>
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<td><strong>Special Requirements</strong></td>
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<td><strong>Professional Recognition</strong></td>
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<td><strong>Alternative Entry Pathways</strong></td>
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</tbody>
</table>
The Bachelor of Nursing is currently undergoing a curriculum review. Remaining units will be advised at a later stage. If you expect to be enrolling directly into second year as a result of Advanced Standing, please contact the Program Chair whose details can be found towards the back of this booklet.

Course Structure — 84 points

Part I — 27 points

- Foundation Unit — 3 points
  Select one Foundation Unit from the Foundation Units section in this Handbook.

Core Units — 24 points

- NUR101 Fundamentals of Cell Function — 3 pts
  Peel: S1-Int

- NUR102 Human Bioscience I — 3 pts
  Peel: S1-Int

- NUR104 Human Bioscience II — 3 pts
  Peel: S2-Int

- NUR100 Introduction to Nursing Practice — 3 pts
  Peel: S1-Int

- NUR110 Introduction to Nursing Practice — Clinical Placement — 1 pts
  Peel: W17-Ext

- NUR105 Developmental Health Assessment — 3 pts, Peel: S2-Int

- NUR115 Developmental Health Assessment — Clinical Placement — 1 pts
  Peel: DE5-Ext

- NUR103 Holistic Nursing I — 3 pts
  Peel: S2-Int

- NUR113 Holistic Nursing I — Clinical Placement — 1 pts, Peel: SB6-Ext

- NUR1XX TBA — 3 pts*
  Peel: S2-Int

- NUR120 Health Mathematics I — 0 pt
  Peel: Y-Int

PREREQUISITES — NURSING (BNURS)

- Developmental Health Assessment (NUR105)
  Prerequisites: NUR100 Introduction to Nursing Practice; NUR110 Introduction to Nursing Practice - Clinical Placement; NUR102 Human Bioscience I and concurrent enrolment in NUR116 Problem Based, Solution Focused Learning I.

- Fundamentals of Cell Function (NUR101)
  Prerequisites: Enrolment in Bachelor of Nursing.

- Health Mathematics I (NUR120)
  Prerequisites: Enrolment in Bachelor of Nursing.

- Holistic Nursing I (NUR103)
  Prerequisites: NUR100 Introduction to Nursing Practice; NUR110 Introduction to Nursing Practice - Clinical Placement; NUR102 Human Bioscience I and concurrent enrolment in NUR116 Problem Based, Solution Focused Learning I.

- Holistic Nursing I — Clinical Placement (NUR113)
  Prerequisites: NUR103. Students who have not completed NUR103 in the previous semester must undertake revision of the necessary clinical skills in consultation with the Unit Coordinator before undertaking this unit.

- Human Bioscience I (NUR102)
  Prerequisites: Enrolment in Bachelor of Nursing.

- Human Bioscience II (NUR104)
  Prerequisites: Nil.

- Introduction to Nursing Practice (NUR100)
  Prerequisites: Enrolment in Bachelor of Nursing.

- Introduction to Nursing Practice — Clinical Placement (NUR110)
  Prerequisites: NUR100. Students who have not completed NUR100 in the previous semester must undertake revision of the necessary clinical skills in consultation with the Unit Coordinator before undertaking this unit.
Bachelor of Nursing – (BNurs)
Semester 2, 2009 Commencement

Sample Enrolment

Note: Due to unit prerequisites, Semester 2 entry students will complete Part I over three semesters.

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<thead>
<tr>
<th>Summer</th>
<th>Semester 1</th>
<th>Winter</th>
<th>Semester 2</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Year 1 - 2009</td>
<td>NUR100 Introduction to Nursing Practice 3pts</td>
<td>NUR110 Introduction to Nursing Practice 1pt</td>
<td>NUR103 Holistic Nursing I 3pts</td>
<td>NUR115 Developmental Health Assessment - Clinical Placement 1pt</td>
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<td></td>
<td>NUR101 Fundamentals of Cell Function 3pts</td>
<td>NUR104 Human Biosciences II 3pts</td>
<td>NUR105 Developmental Health Assessment 3pts</td>
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<td>NUR102 Human Bioscience I 3pts</td>
<td>NUR304 Indigenous Culture and Health Care 4pts</td>
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<td>NUR120 Health Mathematics I (year long unit) 0pts</td>
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<td>Year 2 - 2010</td>
<td>NUR113 Holistic Nursing I - Clinical Placement 1pt</td>
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<td>NUR201 Nursing Biosciences I 3pts</td>
<td>NUR223 Holistic Nursing II - Clinical Placement 1pt</td>
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<td>NUR203 Holistic Nursing II 3pts</td>
<td>NUR202 Nursing Biosciences II 3pts</td>
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<td>NUR204 Issues in Mental Health 3pts</td>
<td>NUR205 Holistic Nursing III 3pts</td>
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<td>NUR217 Problem Based, Solution Focused Learning II 3pts</td>
<td>NUR206 Mental Health Nursing 3pts</td>
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<td>NUR220 Health Mathematics II (year long unit) 0pts</td>
<td>NUR218 Problem Based, Solution Focused Learning III 2pts</td>
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<td>Year 3 - 2011</td>
<td>NUR226 Mental Health Nursing - Clinical Placement 1pt</td>
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<td>NUR301 Family and Community Health Care 4pts</td>
<td>NUR331 Family and Community Health Care - Clinical Placement 1pt</td>
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<td>NUR302 Maternal and Newborn Health Care 4pts</td>
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<td>NUR303 Children’s Health Care 4pts</td>
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<td>NUR320 Health Mathematics III (year long unit) 0pts</td>
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<td>Year 4 - 2012</td>
<td>NUR335 General Nursing Specialties - Clinical Placement 1pt</td>
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<td>NUR305 General Nursing Specialties 4pts</td>
<td>NUR360 Transition and Leadership in the Nursing Profession 4pts</td>
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<td>NUR306 Transition and Leadership in the Nursing Profession 4pts</td>
<td>NUR309 Contemporary Nursing Management in Healthcare 4pts</td>
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<td>NUR398 Professional Nursing Issues: Clinical Option 1pt</td>
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Foundation Units

All Murdoch students are required to complete one Foundation Unit unless they have been awarded Advanced Standing including an exemption for it. Check the teaching timetable for most up-to-date day, time and room location of each Foundation Unit: [http://www.murdoch.edu.au/admin/timetables/teaching/](http://www.murdoch.edu.au/admin/timetables/teaching/). All foundation units have Lectures: 2 hours per week; workshops/tutorials: 2 hours per week. Below are the foundation units on offer for semester 2.

**FDN105 Structure, Thought and Reality**
Murdoch: S1-internal, S1-external, Y-external
Unit Coordinator: Dr Ian Cook, i.cook@murdoch.edu.au,
Tel: 9360 6117, Education and Humanities Room 3.040

In this unit you will be asked to think differently about reality. Rather than taking reality to be natural or objective, we will treat it as social or subjective. When we think of reality in this way, we start to understand "truth" and "knowledge" in a very different light. After considering reasons to treat reality as social or subjective, we apply this view of reality to topics including: human sexuality, childhood, death, virtual reality, God and the war on terror.

**FDN115 Interactions of Society and Technology**
Murdoch: S1-internal, S1-external, S2-internal, S2-external
Peel: S1-internal, S2-internal, Rockingham: S1-internal, S2-internal
Unit Coordinator – Ms Martina Muller, m.muller@murdoch.edu.au
Tel: 9360 2955, Science and Computing Room 2.011

Society's constantly evolving interrelationship with technology has fundamentally changed our perception of ourselves and society. It is increasingly important for people to have a broad understanding of social, historical, ethical, economic and environmental factors that interconnect societal development with the nature of technology. This unit will provide students with an understanding of these issues.

Topics: histories of western culture and sciences, the nature of democracy, life cycle analysis and sustainability, political structures, cities, reproductive technologies, privacy, medicine, design and innovation.

**FDN150 Reinventing Australia**
Murdoch: S1-internal, S1-external, S2-internal, S2-external, Rockingham: S1-internal
Unit Coordinator – Associate Professor Michael Sturma, m.sturma@murdoch.edu.au
Tel: 9360 2857, Social Sciences Room 2.016

As Australia is in some sense being 'reinvented' by globalisation, new technology and other forces for change, we consider just what 'Australia' is and possibilities for shaping its future. Topics: contemporary issues such as the environment, Aboriginal rights, the family, multiculturalism, and terrorism. Our aim is to identify and understand some of the salient features of Australian society.
# Personal Study Plan

Unit Sets: ________________________________________________________________

_________________________________________________________________________

<table>
<thead>
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<th>YEAR</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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</tbody>
</table>
Nursing, Kamaree Berry  
K.Berry@murdoch.edu.au, p: 08 9582 5543  
Peel Campus, Building 100, Rm 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/.

Enrolment Enquiries

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

Wendy Davy, Student Administrative Officer  
W.Davy@murdoch.edu.au  
Education and Humanities Building Room 2.002  
p: 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.
## Handy Contacts and Websites

### 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>Computer/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>Enrolment – units</td>
<td>Faculty Student Administration</td>
<td><a href="mailto:fsa@murdoch.edu.au">fsa@murdoch.edu.au</a></td>
<td>9360 2420</td>
<td>EH 2.002</td>
</tr>
<tr>
<td>Student ID card</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)</td>
<td><a href="mailto:A.Wong@murdoch.edu.au">A.Wong@murdoch.edu.au</a></td>
<td>9360 6352</td>
<td>Chancellery 2.027</td>
</tr>
<tr>
<td></td>
<td>Mr John Tan (International Stud.)</td>
<td><a href="mailto:J.Tan@murdoch.edu.au">J.Tan@murdoch.edu.au</a></td>
<td>9360 6010</td>
<td>Senate 1.001</td>
</tr>
<tr>
<td>First Year Experience Coordinator</td>
<td>Tammy Geddes</td>
<td><a href="mailto:firstyear@murdoch.edu.au">firstyear@murdoch.edu.au</a></td>
<td>9360 2519</td>
<td>Library 3.001B</td>
</tr>
</tbody>
</table>

### Handy Websites

- Faculty Student Administration: [http://www.murdoch.edu.au/fsa](http://www.murdoch.edu.au/fsa)
- Guild of Students: [http://guild.murdoch.edu.au](http://guild.murdoch.edu.au)
- Murdoch International: [http://www.international.murdoch.edu.au](http://www.international.murdoch.edu.au)
- MyMurdoch (online enrolment): [http://my.murdoch.edu.au](http://my.murdoch.edu.au)
- Parking and Transport: [http://www.murdoch.edu.au/index/students/P&T](http://www.murdoch.edu.au/index/students/P&T)
- Unit coordinator details: [http://www.murdoch.edu.au/index/units](http://www.murdoch.edu.au/index/units)