Murdoch
Week 3
Checklist

☐ Thinking of withdrawing? The things you need to KNOW!

- You can withdraw from individual units thereby reducing your study commitments or you can apply for Intermission from the University itself.
- Intermission is a formal suspension of your enrolment. You are then able to resume your studies without the need to apply for readmission.
- Last date to withdraw or Intermit before you are liable for HECS fees is 28 August (end of Week 4) for standard Semester 2 units.
- Withdrawals after this date also mean that you will have a “Withdrawn” or “Fail” (Withdrawal after week 12) grade recorded on your Academic Transcript. Withdrawals/Intermissions can affect your progression with regards to the timely completion of prerequisite units.

☐ Thinking of withdrawing? The things you need to DO!

- ALWAYS seek advice!!!
  - Speak to your Lecturers, Tutors, Program Chairs and Faculty Student Administration Office staff.
  - Speak to the University Counselling Service – health.murdoch.edu.au/cs.html
  - Free and confidential support to assist students address academic and personal difficulties impacting upon their ability to study.
  - Murdoch Student Guild – www.guild.murdoch.edu.au
  - Murdoch International can also advise you if you are an International Student – Telephone: 9360 6770
- To withdraw from a unit you will need to do so via the ‘MyInfo’ tab in the MyMurdoch portal. Log in then click on the ‘Change Enrolment Details’ menu item then ‘Self Enrolment Steps’ > ‘Units’. Then click on the ‘Discontinue’ check box against the unit you wish to withdraw from.
- To apply for Intermission you will need to complete the form located at the Faculty Student Administration Office Forms pages. Access these pages via the links from: www.murdoch.edu.au/fsa/forms

☐ MyUnits What is it?

- MyUnits is an online resource that offers you a range of tools to assist you to complete your studies successfully. The content is specific to each of your units and the tools available to help you may include;
  - Lectopia (formerly called iLecture) digitally records audio from lectures and makes them available to students online. Students can access recordings 24 hours a day, 7 days a week within 48 hours of the recording taking place. Ideal for revision or catching up on missed lectures but remember, your best learning happens in the class room and Lectopia is not meant to replace your lecture attendances.
  - Additional information such as Lecture Materials, Discussion Forums and Unit Information.
- See the ‘MyUnits’ tab in the MyMurdoch portal.
Need Financial Assistance whilst at Murdoch?
- There are many Scholarships on offer at Murdoch. See: www.oss.murdoch.edu.au/scholarships
- Commonwealth Accommodation Scholarships – $2,162 per semester for 8 semesters
- Commonwealth Education Costs Scholarships – $1,081 per semester for 8 semesters
- Murdoch Senate Scholarships - $1,000 for 2 Semesters.
- Applications close, end of Week 4, 28 August 2009

Do you have issues with Time Management?
Study Skills? Exam Preparation? If yes then the Murdoch Quick Skills Modules are for you.
- Each module should take 2 to 3 hours to complete (hence their titles, ‘Quick Skills’). Although presented sequentially, the modules can be taken in any order or individually according to your needs and interests.
- The Quick Skills modules are as follows:
  QSK100: An introduction to project managing your study
  QSK110: Setting study goals and objectives
  QSK120: Managing risks and optimising potential
  QSK130: Getting to know your study materials
  QSK140: Scheduling tasks and time
  QSK150: Preparing for and sitting exams
Written by Associate Professor Lorraine Marshall and developed in the Teaching and Learning Centre, the modules use a Project Management framework to help you develop academic learning skills and manage your study alongside the other activities in your busy life. To access the Quick Skills modules for the first time, go to the ‘MyUnits’ tab in the MyMurdoch portal and see the ‘Self Enrolment Modules’ item.

Not too sure about Uni Life? University support services are here to help you!!!
- University Counselling Service – health.murdoch.edu.au/cs.html
  - Free and confidential support to assist students address academic and personal difficulties impacting upon their ability to study.
  - Assistance with academic skills required for success at university including literacy and language skills, numeracy, computer skills and critical thinking.
- First Year Experience Coordinator – Rebecca Bennett
  - Not sure who to talk to? Rebecca can help point you in the right direction.
  - Email – firstyear@murdoch.edu.au
  - Telephone – 9360 1362
- Murdoch Student Guild – www.guild.murdoch.edu.au
  - Representation and Advocacy
  - Join a Club
  - Accommodation Assistance
  - Help with Appeals
  - Don’t forget to also speak to your Lecturers, Tutors, Program Chairs and Faculty Student Administration Office Staff.

Any questions?
- See the New Students web site: www.murdoch.edu.au/students/new
- On Academic issues:
  - Program Chairs: www.murdoch.edu.au/contacts/academic
  - Faculty Student Administration Office (South Street EH 2.002) (Rockingham – AC 2.017) www.murdoch.edu.au/fsa/contacts/

This flyer is a quick guide only. Please make sure that you have read all of your Enrolment Materials including your Course Information Booklet and Orientation Passport. Produced by the Office of Student Life and Learning. www.oss.murdoch.edu.au