Enrolment Guide 05
For new and continuing students

Contents

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Welcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Student Centres</td>
</tr>
<tr>
<td>2</td>
<td>Disability Program</td>
</tr>
<tr>
<td>3</td>
<td>Computers, UQ and you</td>
</tr>
<tr>
<td>5</td>
<td>Enrolling for 2005</td>
</tr>
<tr>
<td>5</td>
<td>Step 1 Accept your QTAC Offer</td>
</tr>
<tr>
<td>5</td>
<td>Step 2 Sign into my.UQ</td>
</tr>
<tr>
<td>6</td>
<td>Step 3 Access mySI-net, choose your courses, check the timetable</td>
</tr>
<tr>
<td>8</td>
<td>Step 4 Sign into mySI-net to enrol</td>
</tr>
<tr>
<td>9</td>
<td>Step 5 Check and update your personal information and graduation semester</td>
</tr>
<tr>
<td>10</td>
<td>Step 6 Enrol in your courses</td>
</tr>
<tr>
<td>12</td>
<td>Step 7 Organise payment of your student contribution amount</td>
</tr>
<tr>
<td>13</td>
<td>Step 8 Organise your FEE-HELP request</td>
</tr>
<tr>
<td>14</td>
<td>Step 9 Pay your student fees and charges</td>
</tr>
<tr>
<td>15</td>
<td>Step 10 Get your student ID card</td>
</tr>
<tr>
<td>15</td>
<td>Step 11 Attend Orientation</td>
</tr>
<tr>
<td>16</td>
<td>Step 12 Changing your enrolment</td>
</tr>
<tr>
<td>18</td>
<td>Glossary of terms used at University</td>
</tr>
<tr>
<td>19</td>
<td>Final Checklist</td>
</tr>
<tr>
<td>20</td>
<td>Important dates 2005</td>
</tr>
</tbody>
</table>
Welcome

Welcome to The University of Queensland’s 2005 Enrolment Guide for new and continuing students. This publication provides a step-by-step guide to enrolling at UQ for the 2005 Academic Year.

From 2005, the Commonwealth Government will implement a new system of funding and administration for higher education – so you may notice some new terminology in this Guide – for example, the student contribution amount was previously known as HECS, and for students who are eligible to defer course costs there are new loan schemes: HECS-HELP and FEE-HELP. For a full explanation of all the changes and terminology – and what this means for students – visit the UQ website: www.uq.edu.au/study/2005information

Disability Program

The University is committed to providing equal opportunities for all students and to promoting inclusion through valuing diversity. In particular, the University has a longstanding commitment to assisting students with disabilities.

A University of Queensland Disability Action Plan has been developed to guide the University’s activities in providing for the needs of students with disabilities.

Policies and procedures have been developed to provide reasonable academic adjustments for students with disabilities to complete their program requirements. These adjustments may include examination arrangements, alternative forms of assessment, part-time study, etc.

A range of services and facilities is available for students with disabilities. You are strongly advised to see a Disability Advisor at Student Support Services if you consider that you may require academic adjustments and/or services so that an individual plan can be developed.

It is important that you notify the University at enrolment to ensure you are sent more detailed information about the services provided by the University and to enable planning to accommodate your requirements if you choose to register with the Disability Program.

If you develop a disability that affects your study and/or examination requirements during the academic year, it is important you contact a Disability Advisor as soon as possible.

Information provided to Disability Program personnel is protected by the University’s Privacy Management Policy. The Department of Education, Science and Training (DEST) requires each university to report numbers and disability category as part of the equity performance monitoring. This information is protected by the Privacy Act.

Appointments can be made to see a Disability Advisor by telephoning the following numbers:

St Lucia
Phone: (07) 3365 1704
TTY: (07) 3365 1608
Email relax@uq.edu.au

UQ Ipswich
Phone/TTY: (07) 3381 1011
Email relax@uq.edu.au

UQ Gatton
Phone/TTY: (07) 5460 1046
Email sssgatton@uq.edu.au

Student Centres

Friendly staff at the Student Centres can answer your questions about the University, provide help with enquiries about admission, enrolment, examinations, prizes and scholarships, HECS-HELP, FEE-HELP, tuition fees, graduations, parking, and referral to other services.

<table>
<thead>
<tr>
<th>Location</th>
<th>Opening hours</th>
<th>Phones</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>HERSTON</td>
<td>8.30–4.30 (Mon–Fri)</td>
<td>+ 61 7 3365 5446</td>
<td>Level 2, School of Population Health</td>
</tr>
<tr>
<td>UQ GATTON</td>
<td>8.30–4.30 (Mon–Fri)</td>
<td>+ 61 7 5460 1276</td>
<td>Building 8101A</td>
</tr>
<tr>
<td>UQ IPSWICH</td>
<td>8.00–6.00 (Mon–Thur)</td>
<td>+ 61 7 3381 1011</td>
<td>Building 8</td>
</tr>
<tr>
<td></td>
<td>8.00–5.00 (Friday)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ST LUCIA*</td>
<td>8.30–6.00 (Mon–Fri during semester)</td>
<td></td>
<td>Level 1, JD Story Building</td>
</tr>
<tr>
<td></td>
<td>8.30–5.00 (Mon–Fri semester breaks &amp; Summer Semester)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*St Lucia Student Centre does not handle telephone enquiries

Other important contact numbers:

For help with enrolment: 1300 132 882
For mySI-net username/passwords: + 61 7 3365 6000 or email help@its.uq.edu.au
HECS and FEE-HELP: + 61 7 3365 2622
Fee enquiries: + 61 7 3365 2328
Computers, UQ and you

The use of computers is essential to study at The University of Queensland. Most academic resources and administrative services are provided through the UQ website via a suite of portals including my.UQ, mySI-net, myMail, myAdvisor and the Cybrary. A list of resources and services provided through these portals appears in the diagram, which you will use for enrolment, change of enrolment, invoices, payment of student fees, HECS-HELP, FEE-HELP, viewing your results and accessing the Cybrary.

You will receive a personal username and password, which will allow you access to these portals. More information on your username and password appears below.

**my.UQ**

my.uq.edu.au
to open all University online transactions, including:
- access to your student email
- access to mySI-net
- access to myAdvisor
- access to myStudy
- links to the Cybrary
- the latest news/announcements
- your calendar
- Web searches

**mySI-net**

www.sinet.uq.edu.au
to maintain your enrolment online, including:
- adding courses
- dropping courses
- requesting a program change
- changing your plan
- maintaining your personal details
- viewing your timetable
- viewing your results
- viewing and printing your fee invoice
- viewing your HECS-HELP, FEE-HELP statement
- paying by Internet
- submitting your HECS-HELP or FEE-HELP forms

**myMail**

my.uq.edu.au
to read online notices, including:
- important dates, events and deadlines
- changes to administrative processes
- library notifications
- fee invoice notification
- HECS-HELP, FEE-HELP statements notification
- course information and updates from academic staff

**myAdvisor**

uq.edu.au/myadvisor
to view comprehensive online information, including:
- designing your program
- program and course changes
- forms online
- help with a range of personal and study advice
- assessment
- financial matters
- your rights and responsibilities
- graduation

Your username and password

All UQ students receive a personal username and password to access a suite of UQ portals including my.UQ, mySI-net, myMail and myAdvisor.

New domestic undergraduate students receive their usernames and passwords in the mail soon after receiving their QTAC offer.

New domestic postgraduate students receive their usernames and passwords in the mail soon after receiving their letter of offer from the University.

New undergraduate and postgraduate international students receive their usernames and passwords at the Student Centre on their campus after attending a Getting Started session or at the International Orientation program.

Continuing students will already have their usernames and passwords.

**NOTE**

New international students arriving outside the Orientation period who did not attend a Getting Started session, should make an appointment to see an International Student Advisor at Student Support Services at St Lucia and UQ Gatton and the Student Centre, UQ Ipswich.
If you have any enquiries about your username and password or you are a new student and have not received your username and password, please contact Information Technology Services / UQConnect Client Services (see list at right, of ITS / UQConnect service centres) or go to the Student Centre or AskIT desk on your campus. Please note you need your student ID or other photo ID for all enquiries.

Free Internet access
As a student your free Internet account allows you to connect to the Internet from your home. You can pick up your UQConnect Internet Installation CD during Orientation Week from the ITS/UQConnect tent, or from the ITS/UQConnect Service Centre or AskIT desk on your campus. If you would like to access the Internet for more than just study, you are eligible for significant discounts on private Internet accounts, which may be purchased from ITS/UQConnect, at the ITS Service Centre or online. For more information please visit: www.uqconnect.net/student/

Internet and enrolment
You will need to use the Internet to complete your enrolment. If you do not have home Internet access, there are many computer facilities on campus, and in public libraries, that you can use to lodge or check your enrolment.

Computers on campus
Computers can be found in:

- the libraries
- the Student Centre on each campus (see inside front cover for locations)
- some schools and faculties with computer labs for student use.

For details, please contact AskIT on (07) 3365 8811 or check the website at: http://askit.uq.edu.au/facilities/

If you do not have access to the Internet and cannot come to campus
If you are unable to access the Internet to enrol for 2005, particularly if you are living in a remote area, please phone (07) 3381 1011 during business hours, Mon–Fri (9am–5pm EST), and we will mail you a paper enrolment form. Only call this number if you are unable to access my.UQ via the Internet.

Email
The University of Queensland uses email as the preferred means of fast and efficient communication with students. As most student services are Web-based (enrolment, change of enrolment, invoices, HECS-HELP and FEE-HELP notifications, library communications), your email will be used to advise you of important dates, deadlines, events and matters to which you should attend. To make this possible, all students are issued with a free student email address and Internet account. Your email address is included with your username and password information.

If you have a personal email address (eg hot-mail) you prefer to use, you can easily redirect mail from your student address to your preferred address. Please note as a student, your email server is “student” not “dingo”:
http://www.uq.edu.au/cgi-bin/forward.pl

Privacy at UQ
The first time you access your mySI-net record, you will be informed of The University of Queensland’s privacy policy. You will be asked to acknowledge that you have read and understood the content.

You must accept the conditions of the privacy policy in order to progress with your enrolment at The University of Queensland.

Comprehensive advice on the University’s Privacy Management Policy can be viewed on the myAdvisor website under policies and procedures: www.uq.edu.au/myadvisor/

For help and further information
If you experience problems or have enquiries regarding enrolment, fees, examinations, graduations, or username and password, use the “Help/Feedback” facility in mySI-net to email the relevant section. Use the following menu path to select the appropriate contact: Homepage > mySI-net > Help/Feedback > Feedback/Email for Help. Alternatively, you can visit a Student Centre on your campus (see inside front cover).

UQConnect – ITS Service Centres

**ST LUCIA**
Staff House, (next to ANZ Bank) (Bldg 41)
Monday – Friday, 8am – 5pm
Helpline (07) 3365 6000

**UQ GATTON**
Lower ground floor
J.K. Murray Building (Bldg 8102)
Monday – Friday, 9am – 3pm
Helpline (07) 5460 1044

**UQ IPSWICH**
Helpline (07) 3381 1230

Email enquiry service: Account or general enquiries: info@uqconnect.net
Technical enquiries: help@uqconnect.net
Website: www.uqconnect.net

Computer training and assistance
Computer training and assistance is available through AskIT, the Cybrary’s computing help and training service. AskIT is located in the University libraries (Cybrary) and assistance is available at help desks, by email, telephone or the website. Training or assistance is available in many areas, including: Windows, Macintosh, most Microsoft applications, email applications, Web browsers, mySI-net, Blackboard and Star Office. Details of AskIT training classes can be found at:

AskIT Help Desks on each campus:

**ST LUCIA**
Level 2, Duhig Library Building (Bldg 2)
Monday – Thursday, 8am – 10pm
Friday, 8am – 5pm
Saturday – Sunday, 9am – 5pm

**UQ IPSWICH**
Information Desk
Building 8, Level 2
Monday – Friday, 9am – 5pm

**UQ GATTON**
Level 1
UQ Gatton Library (Bldg 8102)
Monday, Wednesday & Friday, 10am – 1pm
Tuesday & Thursday, 1pm – 4pm

AskIT
Telephone helpline: (07) 3365 8811
Website: http://askit.uq.edu.au/
Email enquiry service: help@askit.uq.edu.au
List of computing facilities:
http://askit.uq.edu.au/facilities
Enrolling for 2005

New domestic QTAC students will receive 3 items in the mail:
- Your QTAC offer.
- Your enrolment package, which will include the Enrolment Guide and a welcome letter from the Secretary and Registrar.
- Your username and password.

What to do:
- Follow the instructions in the QTAC offer material to accept your offer.
- Read through the Enrolment Guide and retain the welcome letter which you will need to get your student ID card (see Step 10).
- Use your username and password to sign into my.UQ.

Changing programs including applying for a dual degree
As The University of Queensland does not have separate QTAC codes for dual degrees, you are only “admitted” to one program. If you wish to undertake a dual degree, where the program you wish to add has the same or a lower entry rank than the program you have been offered through QTAC, you are able to request a change of program when you log on to mySI-net to enrol (see Step 4). You should choose the “Program Info” from the yellow menu bar at the top and then “Change Program Request” from the drop-down menu. Any such change must be made by no later than 25 February 2005 in Semester 1 or 22 July 2005 in Semester 2. Please be assured that the request will be approved if you have the entry requirements for both programs but it may take several days for the transaction to be processed. You are able to track the status of your application through the “Program Change History” option. If you would like to request a change in person you can do so at the Student Centre on your campus or your relevant faculty office.

If you want to make a change to a dual program, where the program you want to add has a higher entry rank than the program you have been offered through QTAC, you may have to reapply through QTAC. If you want to change your program to another single program that has a different QTAC code, you may have to apply through QTAC. Please contact the UQ Admissions Section on 3365 2203 to discuss your options.

For further advice, see Step 12 of the Enrolment Guide, Changing your enrolment, or please contact the UQ Admissions Section on 3365 2203.

Go to Step 2

Sign into my.UQ

my.UQ is your personalised student portal or gateway to the services you need as a UQ student. You can use it to access your email, enter mySI-net, access online resources for the courses in which you are enrolled, view your calendar and address book, see important reminders, search the Web and to find out what’s happening at UQ and around the world.

You can access my.UQ from any computer on the internet, so you can stay in touch wherever you are. UQ students report my.UQ as being a great system to improve communications and obtain access to useful applications and information.

1. Open your Web browser and in the address box, type in the my.UQ address: http://my.uq.edu.au, or from the UQ home page, click on “Current Students”.
2. Enter your UQ “Sign In” username and password.
3. Click on the Sign In button. If you have trouble signing in, you can get help from the UQ Sign In website at: http://www.uq.edu.au/uqsignin

Go to Step 3
### Access mySI-net


### Choose your courses

#### Advice on choosing your courses

Advice on planning your program and choosing your courses is available from a number of sources including:

- Information supplied to you with your UQ offer
- Group faculty course advising sessions
- Individual faculty course advising
- Course and timetable information found on the UQ student portal mySI-net


#### Compulsory or choice?

Some programs are highly structured with compulsory courses in which you must enrol, while other programs offer more choice in your courses. For programs that offer more flexibility in course selection, you will need to choose your courses with careful consideration of the course timetable. A blank grid is provided at the end of this section to help you select courses that will create a timetable without clashes.

#### Is a course taught in first or second semester?

Some courses are taught twice a year in both first and second semesters, while others are taught in only one semester. You can find out the semester in which a course is taught by looking at the Course Information on mySI-net (Course Info > Course catalogue). Select either “Semester One” or “Semester Two” and then search for your course. If the course is not taught in the semester you have selected, a message will appear stating “Sorry there are no matches to your search”.

#### What time is a course taught?

After you have determined in which semester your course is taught, you will need to find out the time your course is taught (eg Tuesday, 10am). You can find out the time a course is taught by looking at the “Timetable Info” on mySI-net (Timetable Info > Classes).

#### What if I have timetable clashes?

Programs that have a rigid structure of compulsory courses should not have timetable clashes as the timetable would have been designed to avoid this situation. If you enrol in non-compulsory, elective courses and then find there is a clash, you may need to alter your choices. If you do have a clash, think about whether you can take the course next semester/year or select a replacement course. Seek assistance from a faculty academic advisor.

### About courses

Course descriptions found in the course information contain a number of codes used to describe aspects of the courses such as the unit value, number and type of class contact hours, semesters offered, prerequisites, corequisites and incompatibles. It is important to understand these aspects when choosing your courses.

#### Course descriptions glossary

The following legend applies to the codes used in the “Course Descriptions” displayed on mySI-net.

**Units**

- # This symbol is used to represent the unit value of a course. The University rates courses in terms of units. For further information on units, see the Handbook of University Policies and Procedures (HUPP) policy number 3.20.2 [http://www.uq.edu.au/hupp/contents/](http://www.uq.edu.au/hupp/contents/).

**Contact hours**

- (2L2P) The number and type of class contact hours each week are represented by a combination of letters and figures within brackets. Thus (2L2P) means an attendance at 2 hours of lectures and 2 hours practical work each week.

**The codes used here are:**

- L lecture
- P practical or laboratory
- T tutorial
- S seminar
- F field work
- C class contact, which may take any of these forms.
- ~ beside the contact figure, indicates that the given weekly contact hours are fractionally less than the given whole number.
- < beside the contact figure, indicates that the given weekly contact hours are less than the given whole number.

**Semester offered**

- Sem 1 A course undertaken completely in first semester.
- Sem 2 A course undertaken completely in second semester.
- Sem 1 or 2 A course which may be undertaken in either semester.
- NOT 2005 The course will not be offered in 2005.
- Year A course undertaken over two semesters. You must enrol in the course for Semester 1 and Semester 2.
- Sum A course taught in summer semester.

**NOTES**

1. The campus a course is offered at is also indicated under “Semester offered”. If no campus is listed, the course is taught at St Lucia.
2. Not all courses are offered each year. Please check mySI-net to confirm availability for enrolment.

#### Prerequisites, corequisite, incompatibles

- **Pre** Prerequisite. Enrolment is not permitted in the course unless a pass has been obtained in any course listed as a prerequisite or any other prescribed requirement has been fulfilled.
- **Coreq** Corequisite. Enrolment is not permitted in the course unless the student has passed, has been granted credit for, or is concurrently enrolled in any course listed as a corequisite.
- **Inc** Incompatible. Credit is not given for the course if credit has been obtained for any course listed as an incompatible.
- **C** A recommended corequisite, but not compulsory.
- **P** A recommended prerequisite, but not compulsory.
About the timetable

The timetable is subject to change and mySI-net is always the most up-to-date source of information on course times and locations. It is important to check mySI-net regularly for changes to course times and room allocations, particularly during the first two weeks of semester, as enrolment numbers may affect the rooms for which courses are initially allocated.

How do I read the timetable information?
Most of your courses will have a combination of lectures, tutorials and/or practicals. Some courses may have multiple offerings, others may be taught in only certain weeks, so it is important to understand how classes are named and the timetable set out. The table below is an example of what you would see if you looked at the timetable for Animal Biology (BIOL1020).

### BIOL1020 Animal Biology – Timetable

<table>
<thead>
<tr>
<th>Location</th>
<th>Group</th>
<th>Day</th>
<th>Start</th>
<th>End</th>
<th>Building</th>
<th>Room</th>
<th>Start – End Date</th>
<th>Class not taught on the dates specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Lucia</td>
<td>L1</td>
<td>MON</td>
<td>5:00pm</td>
<td>7:50pm</td>
<td>07</td>
<td>234</td>
<td>01/03–05/06</td>
<td>12/04, 26/04, 03/05, 10/05, 17/05, 24/05, 31/05</td>
</tr>
<tr>
<td></td>
<td>TUE</td>
<td>5:00pm</td>
<td>7:50pm</td>
<td>07</td>
<td>234</td>
<td>01/03–05/06</td>
<td>12/04, 26/04, 03/05, 10/05, 17/05, 24/05, 31/05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L2</td>
<td>MON</td>
<td>12:00pm</td>
<td>12:50pm</td>
<td>07</td>
<td>234</td>
<td>01/03–05/06</td>
<td>01/03</td>
</tr>
<tr>
<td></td>
<td>WED</td>
<td>12:00pm</td>
<td>12:50pm</td>
<td>07</td>
<td>234</td>
<td>01/03–05/06</td>
<td>01/03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THU</td>
<td>10:00am</td>
<td>11:50am</td>
<td>07</td>
<td>234</td>
<td>01/03–05/06</td>
<td>01/03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRI</td>
<td>10:00am</td>
<td>11:50am</td>
<td>07</td>
<td>234</td>
<td>01/03–05/06</td>
<td>01/03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P1</td>
<td>MON</td>
<td>2:00pm</td>
<td>4:50pm</td>
<td>07</td>
<td>324</td>
<td>01/03–01/03</td>
<td>01/03</td>
</tr>
<tr>
<td></td>
<td>TUE</td>
<td>2:00pm</td>
<td>4:50pm</td>
<td>07</td>
<td>324</td>
<td>02/03–02/03</td>
<td>01/03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WED</td>
<td>2:00pm</td>
<td>4:50pm</td>
<td>07</td>
<td>324</td>
<td>03/03–03/03</td>
<td>01/03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T1</td>
<td>MON</td>
<td>1:30pm</td>
<td>2:50pm</td>
<td>09</td>
<td>533</td>
<td>01/03–05/06</td>
<td>01/03, 03/03, 15/03, 22/03, 29/03, 12/04</td>
</tr>
<tr>
<td></td>
<td>T2</td>
<td>MON</td>
<td>1:30pm</td>
<td>2:50pm</td>
<td>09</td>
<td>539</td>
<td>01/03–05/06</td>
<td>01/03, 03/03, 15/03, 22/03, 29/03, 12/04</td>
</tr>
<tr>
<td></td>
<td>T3</td>
<td>MON</td>
<td>3:00pm</td>
<td>4:20pm</td>
<td>09</td>
<td>533</td>
<td>01/03–05/06</td>
<td>01/03, 03/03, 15/03, 22/03, 29/03, 12/04</td>
</tr>
<tr>
<td></td>
<td>T4</td>
<td>MON</td>
<td>3:00pm</td>
<td>4:20pm</td>
<td>09</td>
<td>539</td>
<td>01/03–05/06</td>
<td>01/03, 03/03, 15/03, 22/03, 29/03, 12/04</td>
</tr>
<tr>
<td></td>
<td>T5</td>
<td>MON</td>
<td>5:00pm</td>
<td>6:20pm</td>
<td>09</td>
<td>533</td>
<td>01/03–05/06</td>
<td>01/03, 03/03, 15/03, 22/03, 29/03, 12/04</td>
</tr>
<tr>
<td></td>
<td>T6</td>
<td>MON</td>
<td>5:00pm</td>
<td>6:20pm</td>
<td>09</td>
<td>539</td>
<td>01/03–05/06</td>
<td>01/03, 03/03, 15/03, 22/03, 29/03, 12/04</td>
</tr>
</tbody>
</table>

### Location
The campus, or other site, at which the class is held is shown in the "Location" column. If you click on the location, it will link you to map of the specific campus.

### Group
The symbols are used as a way of explaining variations in the way courses are taught and the class contact type as outlined below.
- **C**: General Contact, perhaps a group learning situation
- **E**: External Delivery (ie attendance on campus not required)
- **F**: Fieldwork
- **I**: IT (computing) session, usually in a computer training room or studio
- **L**: Lecture, a presentation to a class, often in an auditorium or theatre, of core course matter
- **P**: Practical, consisting of laboratory or project work
- **S**: Seminar, a presentation similar to a lecture, perhaps made by students, and possibly with opportunities for discussion and interaction
- **T**: Tutorial, a small class environment characterised by discussion and peer interaction, often supplementary to lectures
- **W**: Workshop, practical work with a creative emphasis.

### All or choice
If the letter is listed more than once without any number attached to it, attend all classes for that letter. Note in the example timetable provided for BIOL1020, you must attend both seminars.

A number attached to a letter means you have a choice. For example, in optional tutorials for BIOL1020, you attend one of the tutorials listed.

Lectures, tutorials or practical classes are sometimes streamed into groups, but require attendance at more than one session each week. You choose from stream 1 or 2 and attend all classes scheduled in that stream. In the example, BIOL1020 L1 you attend Mon 5pm–7:50pm and TUE 5:00pm–7:50pm, OR you choose to attend BIOL1020 L2 on MON 12pm–12:50pm and WED 12pm–12:50pm. The same material is taught in each of the groups.

Please note that some groups where you are allowed free choice are more popular than others and classrooms may be crowded in the first couple of weeks of semester until the deadline for changes of enrolment. Consider opting for the afternoon, evening or Friday groups where available to improve your chances of a comfortable learning environment.

### Day
This is the day of the week the class is held.

### Start/end
All classes are shown with a start and end time. Classes finish 10 minutes before the hour to allow time to get to another class or to access public transport.

### Building
This is the number of the building in which the class is held. You can click on the building number to link to the campus map indicating where the actual building is located or you can position the mouse over the building number to see the name of the building.

### Room
This is the room number for the class.

### Start – end date
These are the beginning and finishing dates for the specific group for the semester. Note in the example, BIOL1020P1 has a start and end date of 01/03 – this means the class meets only on that day.
Class not taught on the specified date(s)
Most classes meet every week of semester but some have different “week patterns”. The dates shown in this column indicate when classes will not be conducted.

Sign-on
Some courses have multiple lecture or tutorial times and you need to choose the time that best suits the timetable you have planned. To sign-on for the most appropriate time, you will need to use “Class Sign-on” via mySI-net. If your course requires you to sign-on using mySI-net, you will have the sign-on menu item available to you when you connect. It appears under “Course Info”. When you click on “Class Sign-on” it will display the course/s involved and instructions for proceeding. The advantages of electronic sign-on are that you can do it day or night, without having to visit the campus. You can see all the available times, how they are filling up and even move yourself from one group to another if there is space. Enrolment numbers are limited for each optional class. If one class is full, it will be necessary to select an alternative class. Should you find you have a timetable clash with any of the remaining optional class times or require assistance, an email function is built into the sign-on window which will enable you to directly contact the relevant administrator. In cases where sign-on is not required, you will be allocated to groups in the first week of classes. Tutorials and practicals generally commence in the second week of classes. The sign-on function will become available in February 2005.

What can I do if I need more help?
You should attend the session being held during Orientation Week on “Understanding the Timetable and How the Uni Works”. Please refer to the Orientation website at: www.uq.edu.au/orientation. When you are reading the timetable, you can use the “Help Page” link to find information on understanding the timetable.

mySI-net is the student portal that allows you to manage your enrolment. You can use mySI-net to add and drop courses, check and update your personal information, your graduation semester and your courses and paid all fees and charges. You cannot add your courses until you have added all your personal information. Your invoice for payment of fees will be generated after you add your courses, see Step 9 for details.

Navigate the site
mySI-net provides prompts and instructions for mandatory information. Use the yellow menu bar at the top of the page to navigate the site.

View/action alerts
Pay particular attention to any outstanding alerts or action items which are indicated by a message above your program details. Click on the red “View/Action Alerts” link to see any outstanding items.

Need help?
If you are not sure what to do, use the “Help” button on each page to access more comprehensive instructions, contact AskIT (see the section on Computers, UQ and you, pages 3–4) or attend an AskIT mySI-net help session (check the Orientation Guide or Orientation website for times and locations).

Go to Step 4
Check and update your personal information and graduation semester

For all students

Personal information

While you will use mySi-net to update most of your personal information, you cannot change some details of your personal information, eg name, date of birth and citizenship, as these require documentary evidence. Please submit such changes in person, with your documentary evidence, to a Student Centre on your campus.

New students: You will need to add significant amounts of personal information to your enrolment records. Click on the “View/Action Alerts” link, located just below the yellow coloured menu bar near the top of the screen. A list will appear, outlining any outstanding items of personal information that you need to update. Click on the first item, update the field with the required information and save. Return to the “View/Action Alerts” link and repeat the process until all items have been updated and deleted from the list.

All students: It is your responsibility to update your personal information as appropriate.

Advice on personal information items

Locality: Refers to the suburb or location in which you lived when you completed Year 12 of High School or equivalent. The information is required for Department of Education, Science and Training (DEST) reporting purposes.

Semester home address: Where you will be living while studying at the University. Enter your street address, not a post office box number or University department. If you do not yet have permanent accommodation, enter your temporary address. If you live in a college, click on the “Residential College” button and select the college from the drop-down menu.

New international students who do not have a mailing and semester home address may enter temporary addresses, including c/- Student Centre, University of Queensland, St Lucia Qld 4072. However, it is a condition of your student visa that you provide the University with your Australian mailing and semester home address as soon as you have one, by updating the address field in your personal information.

Mailing address: This is the address to which the University will send all paper-based correspondence.

Permanent home address: Complete details of your permanent address. For international students a home country address must be provided.

Phone: You can provide semester, mobile, permanent and business phone numbers.

Email: The University will use your student email address to contact you regarding important information. Please check this address regularly.

Next of kin: Please provide details of the person you would like contacted in an emergency.

Disability details: If you have a disability, support services, equipment or facilities can be provided to assist you in your studies. (Please see the Disability Program section on page 2.) Further information on the Disability program is available at www.sss.uq.edu.au

Ethnicity and language: Select your country of birth from the drop-down menu. Enter your year of (first) arrival in Australia as stamped on your passport. Select the language you speak at home from the drop-down menu. “Aboriginal and Torres Strait Islander Descent” is an option for Aboriginal and Torres Strait Islander students. All other students select “Not Applicable” from the drop-down menu. Citizenship will have been defaulted to a status based on information gained during the admission process. To change your citizenship status, you will need to take appropriate documentary evidence to the Student Centre on your campus.

Previous studies: This information is required for statistical purposes.

Financial details: Provides links to where you can organise your HECS-HELP payment option and/or where graduate staff members employed on more than a half-time basis can choose to be Student Service Charge exempt. International students do not need to enter any details here.

Graduation semester

It is very important you enter this information correctly as it will determine the expiry date of your student ID card. If you do not enter the correct graduation semester and your ID card expires before you have completed your study, you will have to pay for a replacement card.

New students: An item called “Your Expected Graduation Semester” appears on the “View/Action Alerts” list. Update this field by choosing the expected graduation semester from the drop-down menu and save. For example:

- If in Semester 1, 2005, you are enrolling in a 3-year degree, your expected graduation semester will be Semester 2, 2007.
- If in Semester 1, 2005, you are enrolling in a 4-year degree, your expected graduation semester will be Semester 2, 2008.

Non-award students: Students who are not enrolling in an award program and will not be graduating from The University of Queensland, including Study Abroad and exchange students, cross-institutional and other non-award students should use their expected completion date at UQ to determine the completion semester.

All students: It is your responsibility to update your expected graduation semester as appropriate.

Go to Step 6
### Enrol in your courses

#### For all students except PhD and MPhil students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the link under the “Add Course” heading to enter each course you have selected for your enrolment in Semester 1.</td>
</tr>
<tr>
<td>2.</td>
<td>Repeat this process for your Semester 2 enrolment.</td>
</tr>
<tr>
<td>3.</td>
<td>For year-long courses, be sure to enter the course in both Semester 1 and Semester 2, using the same code. If you only complete one semester of a year-long course and have not enrolled in the second semester, you will receive a failing grade.</td>
</tr>
<tr>
<td>4.</td>
<td>Some year-long courses can be commenced in either Semester 1 or Semester 2. There are different course codes for Semester 1 and Semester 2 commencement. Please ensure you select the correct course code – the descriptions in the Course Catalogue provide details.</td>
</tr>
<tr>
<td>5.</td>
<td>Some classes require you to sign-on to tutorials. This facility will not be available until approximately one week before the start of the semester. When it is available, you can register for lecture and tutorial times using the class sign-on link. Select the appropriate times (see information in Step 3 Access mySI-net, choose your courses, check the timetable). The sign-on function will become available in February 2005.</td>
</tr>
<tr>
<td>6.</td>
<td>Once you have enrolled in your courses and registered for lecture/tutorial times, you can view your personal timetable (see information in Step 3 Access mySI-net, choose your courses, check the timetable).</td>
</tr>
<tr>
<td>7.</td>
<td>Check your preferred study load and amend it if necessary by going to your “Program Info” menu item in the top yellow menu bar and selecting the “Change Study Load” item from the drop down menu. Full-time = #6 or more; Part-time = #5 or less. You have the option to set this field to full-time or part-time so that your student ID card can be produced with the load you intend enrolling in, even if you have not yet added all of your courses at the time the card is produced (which is the day after you add your first course). This study load is not automatically calculated by the system. International students on a student visa must set this field to full-time.</td>
</tr>
<tr>
<td>8.</td>
<td>You can order your textbooks online by clicking on the “Text Book Mart” link.</td>
</tr>
</tbody>
</table>

#### Adding a course

You must enrol in at least one course by the enrolment due date to avoid an administrative charge for late enrolment. If you have not added at least one course by the due date, you will be liable for an administrative charge. Once you have enrolled in a course, you can add further courses using mySI-net up to the end of the second week of semester.

#### Adding a course using mySI-net

1. Select the link under the “Add Course” heading to enter each course you have selected for your enrolment in Semester 1.
2. Repeat this process for your Semester 2 enrolment.
3. For year-long courses, be sure to enter the course in both Semester 1 and Semester 2, using the same code. If you only complete one semester of a year-long course and have not enrolled in the second semester, you will receive a failing grade.
4. Some year-long courses can be commenced in either Semester 1 or Semester 2. There are different course codes for Semester 1 and Semester 2 commencement. Please ensure you select the correct course code – the descriptions in the Course Catalogue provide details.
5. Some classes require you to sign-on to tutorials. This facility will not be available until approximately one week before the start of the semester. When it is available, you can register for lecture and tutorial times using the class sign-on link. Select the appropriate times (see information in Step 3 Access mySI-net, choose your courses, check the timetable). The sign-on function will become available in February 2005.
6. Once you have enrolled in your courses and registered for lecture/tutorial times, you can view your personal timetable (see Step 3 Access mySI-net, choose your courses, check the timetable for help in understanding the timetable).
7. Check your preferred study load and amend it if necessary by going to your “Program Info” menu item in the top yellow menu bar and selecting the “Change Study Load” item from the drop down menu. Full-time = #6 or more; Part-time = #5 or less.
8. You can order your textbooks online by clicking on the “Text Book Mart” link.

#### Adding a course after Friday of the second week of semester up to the census date.

After Friday of the second week of semester, you will not be able to add courses using mySI-net.

- **Complete a Change of Enrolment form available online at:** [www.uq.edu.au/myadvisor](http://www.uq.edu.au/myadvisor) or from a Student Centre.
- **Obtain appropriate approval of your faculty Course Coordinator and/or Director of Studies.**
- **Pay a $50 administrative charge**, take the form and receipt to a Student Centre.

#### Dropping courses

See the Important dates 2005 on the back cover for the due dates and enrolment Step 9, Pay your student fees and charges, for further information on administrative charges.

#### Dropping a course

To drop a course access your enrolment record on mySI-net.

Click on the link for the appropriate course under the “Drop Course” heading, then follow the prompts.

#### Change of Enrolment

<table>
<thead>
<tr>
<th>Date</th>
<th>Financial Liability*</th>
<th>Academic Penalty**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of semester to 31 March</td>
<td>No financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 April to 30 April</td>
<td>Financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 May to start of exams</td>
<td>Financial liability</td>
<td>Academic penalty applies</td>
</tr>
<tr>
<td>Beginning of semester to 31 August</td>
<td>No financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 September to 30 September</td>
<td>Financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 October to start of exams</td>
<td>Financial liability</td>
<td>Academic penalty applies</td>
</tr>
</tbody>
</table>

* Financial Liability means your HECS-HELP or student contribution amount if you are a Commonwealth Supported Student or your FEE-HELP or tuition fee amount if you are a full-fee-paying student.

** Academic Penalty means that effectively a result of zero (ie a failing grade) is recorded on your academic record.

Year-long courses commenced in Semester 1 must be cancelled prior to 31 March to avoid financial liability, or prior to 30 April to avoid academic penalty. Year-long courses commenced in Semester 2 must be cancelled prior to 31 August to avoid financial liability, or prior to 30 September to avoid academic penalty.

Under some circumstances, prior to the finalisation of results, your faculty may allow you to withdraw without academic penalty. Contact your faculty (or school in the case of Health Sciences) for further advice.

#### Paying your student fees and charges

See the Important dates 2005 on the back cover for further information on the due dates.
Enrol in your courses

Financial liability

Adding and dropping courses may change your financial liability. Check your fees summary in your mySi-net enrolment record the next working day after adding or dropping courses. If adding a course increases your financial liability for upfront fees or charges and the due date for payment has passed, you must pay any fees or charges within two working days to avoid an administrative charge for late payment.

NOTE

See the Important dates 2005 on the back cover for further information on the due dates and Step 9, Pay your student fees and charges, for further information on administrative charges.

The census date

The census date is the date set by the University, by which all enrolment, fees, HECS and FEE-HELP arrangements must be finalised. HECS and FEE-HELP liabilities are finalised as at this date. The census dates are 31 March (Semester 1), and 31 August (Semester 2). The census date for Summer Semester is set annually based on the start date.

Consequences for students not enrolled by the census date

It is a requirement of the University’s enrolment rules that all students must complete their enrolment by the advertised census date for that semester. In order to be effectively enrolled, you must:

■ have all intended courses added to the appropriate semester enrolment through mySi-net; and
■ pay in full all associated fees and charges.

It is most important students check their enrolments prior to the census date to make sure they are accurate and complete and that all fees and charges have been paid in full.

If you have not enrolled effectively by the census date, you cannot study during that semester. If you have added courses via mySi-net but have not paid all necessary fees and charges, your enrolment is not effective and course enrolments will be removed.

Removal of your non-effective enrolment will have serious consequences if you are in receipt of Youth Allowance or other education benefits that rely on your enrolment status. Also, for international students on a student visa, full-time enrolment must be maintained so non-effective enrolment will result in a violation of your visa status.

If you are having difficulty paying your fees in a timely manner, please visit a Student Centre to discuss this matter.

Late addition of courses after the census date

If you are effectively enrolled in one or more courses by the census date, and you seek to add further courses after the census date, such requests are unlikely to be approved unless you can demonstrate special circumstances that prevented you from completing your enrolment by the census date. These circumstances must have been beyond your control and cases such as forgetting to add a course, even though you may be attending all classes and undertaking prescribed assessment, will not be considered sufficient reason to justify late additions. Any requests for late enrolment must be lodged through your faculty and, subject to faculty support, will be considered by the Academic Registrar. If approval is given for the late addition of a course, you will be required to pay all fees and charges depending on the relevant fee category:

■ Commonwealth supported students will have to pay the relevant full tuition fees for the enrolled course(s) and the full amount at the time of enrolment. (Please note: under the new HESA legislation applicable from 1 January 2005, the University is not permitted to enrol a student in a course as a Commonwealth supported student unless that enrolment has been finalised by the census date. At UQ, the alternative is to permit such enrolment as a full-fee-paying student, hence the requirement to pay the equivalent of full fees for the course added after the census date. A student enrolling in a course after the census date is unable to access FEE-HELP for that course.)

■ Full-fee-paying students will have to pay the relevant full tuition fees for the course(s) plus a late administrative fee of $200.

Reinstating non-effective enrolments

Where a student has had their enrolment removed for being non-effective, usually for non-payment of all fees and charges, and the student subsequently seeks to have the enrolment reinstated, the conditions relating to the late addition of courses, as set out above, will apply to the entire semester’s enrolment.

Consequently, in the very limited number of cases in which such late enrolments are approved, students will be required to pay full upfront tuition fees for the respective courses and any additional fees and charges before reinstatement.

Domestic undergraduate students go to Step 7
Domestic full-fee-paying students go to Step 8
International students go to Step 9
Organise payment of your student contribution amount

For domestic undergraduate Commonwealth supported students only

NOTE
From 2005, HECS will be replaced by HECS-HELP, and HECS places will be known as Commonwealth supported places.

HECS-HELP assists eligible Commonwealth supported students to pay their student contributions. Most students can either defer payment through the tax system or pay it upfront and receive a 20% discount.

Before you start this step, please ensure that you are fully informed by viewing the Commonwealth supported students information booklet on the Commonwealth Government website at: www.goingtouni.gov.au. Students made a QTAC offer will receive a copy of the booklet in their offer packages.

Pre-2005 Commonwealth supported students
Generally, if you began a program before 2005 as a HECS student, and have not yet completed the program, you are considered a pre-2005 student and will be liable for the pre-2005 student contribution amounts, even if you transfer to another undergraduate program. In most cases, you are also considered a pre-2005 student if you began a program before 2005 as a HECS student, completed the program, and then enrolled in either the:
- related honours program
- MBBS (Graduate Entry) – Program 2046
- B Education (Graduate Entry) – Program 2061
- B Education (Middle Years of Schooling) (Graduate Entry) – Program 2217
- B Social Work (Graduate Entry) – Program 2013

You will continue to be charged the pre-2005 student contribution amounts. Previous citizenship eligibility rules still apply.

2005 Commonwealth supported students – New Zealand citizens and holders of an Australian Permanent non-Humanitarian visa
New Zealand citizens and Australian Permanent Residents without a Humanitarian visa who commence a program from 1 January 2005 must pay their student contribution amount upfront without the discount – see section 5.2 of the Commonwealth supported students information booklet. You must still complete and submit a Request for Commonwealth support and HECS-HELP form, available online via mySI-net.

Organise your HECS-HELP
ALL pre-2005 and 2005 Commonwealth supported students MUST complete and submit a new Request for Commonwealth Support and HECS-HELP form, whether you are an Australian Citizen, Australian Permanent Resident or New Zealand citizen. Any previous HECS Payment Options Declaration forms you may have submitted are no longer valid.

If you do not submit the form your enrolment will be cancelled. If you subsequently change program (eg from B Arts to B Arts/Education), you must immediately submit another form.
- Log on to mySI-net.
- Click on the “Commonwealth Support & HECS-HELP” quick link at the bottom of your home page (see image page 13).
- Complete the form and select your payment option (if eligible).

Select your payment option
1. Obtain a HECS-HELP loan, if eligible, and defer your student contribution for later payment through the tax system. If you select this option you must supply your Tax File Number (TFN), unless it has already been recorded by the University.

If you cannot supply your TFN at enrolment, you must still select a payment option as you can resubmit your option and TFN by the census date (31 March for Semester 1 and 31 August for Semester 2).

If you do not have a TFN, use the Tax Office link from mySI-net or telephone 132 861. You should apply immediately because a TFN application may take a month to process. Your enrolment will be cancelled if you do not provide your TFN or a TFN certificate by the census date.

OR
2. Pay your student contribution upfront.

If you select this option, you may be eligible for a 20% discount on your student contribution – see section 5.2 of the Commonwealth supported students information booklet. You will be advised when your invoice is available on mySI-net via your UQ student email. If you subsequently change enrolment, you can view your updated invoice online the next working day. (See Step 9 for payment methods).

Invoices are NOT mailed.

General information
- The due dates for upfront payment are 25 February for Semester 1 and 22 July for Semester 2.
- The census dates are 31 March for Semester 1 and 31 August for Semester 2. HECS-HELP and student contribution amount charges are finalised based on your enrolment at this date. Cancellation of courses after census dates will not reduce your liability.
- If you cannot submit your Request for Commonwealth Support and HECS-HELP form online on mySI-net, forms are also available at Student Centres.
- If you change program, you must immediately submit a new Request for Commonwealth Support and HECS-HELP form or your enrolment will be cancelled.
- For those students eligible for HECS-HELP who select the upfront payment option, it is recommended you provide your TFN as a safety net. This means if you cannot pay or forget to pay by the census dates, you will automatically become a HECS-HELP deferred payment student. Otherwise, your enrolment will be cancelled.
- You can change your payment options each semester provided you do so by the census dates.
- If you are eligible for HECS-HELP, you can make a partial payment of $500 or more by the census date and receive a 20% discount on the payment. You can make this payment separately or together with your Student Services Charge (see Step 9 for payment methods). Please note that the payment will not be allocated to your HECS-HELP account until after the census dates.
- The Student Learning Entitlement (SLE) gives eligible students access to Commonwealth supported places for a period of 7 years equivalent full-time study. You consume SLE for a course if you are enrolled in it at the census dates.
- If you do not submit your Request for Commonwealth Support and HECS-HELP form by the census dates, or provide your TFN by the census dates if you selected the HECS-HELP deferred payment option, your enrolment will be cancelled. Any reinstatement of that semester’s enrolment will be as a full-fee-paying student.
- Commonwealth Assistance Notice (CAN): Within 28 days of each semester’s census dates you will be advised via your UQ student email of the availability of your electronic CAN. It includes the program and courses in which you are enrolled at the census date, your student contribution amounts and Student Learning Entitlement (SLE) usage. You have 14 days to report any errors. If you do not have Internet access and require a copy of your CAN posted, please write to the HECS & FEE-HELP Office, The University of Queensland, 4072, when you enrol.

Enquiries – Telephone the HECS & FEE-HELP Office on (07) 3365 2622 or email hecs@uq.edu.au
NOTE

For domestic undergraduate and postgraduate full-fee paying students only

From 2005, PELS will be replaced by FEE-HELP.
FEE-HELP is a loan scheme allowing eligible students to defer payment of their tuition fees (not Student Services Charges) through the tax system.

Before you start this step, please ensure you are fully informed either by reading the FEE-HELP Information booklet available from Student Centres, or by viewing it on the Commonwealth Government website at: www.goingtouni.gov.au

Pre-2005 PELS students

Generally, if you began your program before 2005 as a PELS student, and have not completed the program, you are considered a pre-2005 student. The previous citizenship eligibility rules still apply, even if you transfer to another postgraduate program.

You are still required to submit a FEE-HELP Assistance form if you wish to continue deferring your tuition fees.

Who is eligible for FEE-HELP?
The citizenship rules state only Australian citizens or holders of an Australian Permanent Humanitarian visa who are commencing their program from 1 January 2005 will be eligible for FEE-HELP, unless they are considered a pre-2005 PELS student.

New Zealand citizens and Australian Permanent Residents without a Humanitarian visa who are commencing in 2005 are not eligible for FEE-HELP and must pay their full tuition fees up front – see section 3.3 of the information booklet.

Organise your FEE-HELP request

- Log on to mySI-net.
- Click on the “FEE-HELP Assistance” quick link at the bottom of your home page.
- Enter your Tax File Number and submit the form.

General information

- Requests for FEE-HELP must be submitted by the census date – 31 March for Semester 1, 31 August for Semester 2.
- If you change program (e.g. from the Graduate Diploma in Arts to the Master of Arts) and wish to continue under FEE-HELP, you must submit a new Request for FEE-HELP Assistance form.
- You must supply your Tax File Number.
- If you cannot submit your Request for FEE-HELP Assistance form online on mySI-net, forms are also available at Student Centres.
- Cancellation of courses after the census date will not reduce your liability.
- You can pay partial tuition fees of $500 or more to the University by the census date and take a loan for the balance. Please note though that if you make a voluntary payment of $500 or more to the Tax Office after the census date rather than to the University, you will receive a 10% bonus on the payment.
- FEE-HELP does not cover your Student Services Charge liability.
- Commonwealth Assistance Notice (CAN): Within 28 days of each semester’s census dates you will be advised via your UQ student email of the availability of your electronic CAN. It includes the program and courses in which you are enrolled at the census date and your FEE-HELP liability. You have 14 days to report any errors. If you do not have Internet access and want us to send you a copy of your CAN, please write to the HECS and FEE-HELP Office, The University of Queensland, 4072, when you enrol.

Enquiries – Telephone the HECS & FEE-HELP Office on (07) 3365 2622 or email hecs@uq.edu.au

Go to Step 9
Pay your student fees and charges

For all students

- Please read in conjunction with information about student financial matters found on the myAdvisor site on the Web at: www.uq.edu.au/myadvisor

Students are required to view their student invoice on mySI-net. Your fee liability will be available on mySI-net for Semester 1 from mid-January and for Semester 2 from early June. After these dates please allow one working day after you have enrolled and/or added your courses before checking your fee liability.

Students will not be sent an invoice in the mail.

Students with outstanding fees will be sent a reminder notice via their student email address.

When to pay?

Students must meet each published due date for payment of student fees and charges. The due dates for payment are 25 February in Semester 1 and 22 July in Semester 2. If you change enrolment after the due date, you should pay any outstanding amount within 2 working days to avoid an administrative charge.

What to pay?

Students are required to pay the fees indicated on their invoice.

You can print out your invoice by the following method:

- Access mySI-net.
- Click on the “View/Pay fees” quick link at the bottom of the screen.
- Click on the “Invoice” icon to view your e-invoice.
- Click on the “Print” icon to print your e-invoice.

If you require a copy of your invoice, it must be printed prior to your payment of fees.

Please refer to page 4 for details of Internet access. If you cannot access mySI-net to view and print your invoice, phone (07) 3365 2328 during business hours before the due date and an operator will post an invoice to you.

Student Services Charge (SSC) is payable by all students, with the exception of international students (as it has already been included in tuition fees). SSC is a compulsory University charge collected to help fund amenities and services provided by official student organisations. Some of your personal information confirming your status as a student is passed on to these bodies so they can provide you with access to their services and facilities.

Your enrolment will not be effective until the SSC is paid. A late payment charge will apply to payments after the due date and enrolment will be deleted if still not paid by the census date (see Important dates back cover).

The SSC for 2005 per semester is as follows:

- All students not enrolled in all external courses:
  - Full-time $136
  - Part-time $68
- External students $21

Additional administrative charges apply for:

- Payment of fees after due date:
  - up to and including the census date – $20
  - after the census date – $200

- Late enrolment up to the census date:
  - If you have not enrolled in at least one course by the due date – $50
  - Adding an extra course after the Friday of the second week of classes, up to and including the census date – $50

Late enrolment after the census date

If approval is given for the late addition of a course you will be required to pay all fees and charges depending on the fee category that applies to you:

- Commonwealth supported students will have to pay the relevant full tuition fees for enrolled course(s) and the full amount at the time of enrolment. (Please note: under the new HESA legislation applicable from 1 January, 2005, the University is not permitted to enrol a student in a course as a Commonwealth Supported student unless that enrolment has been finalised by the census date. At UQ, the alternative is to permit such enrolment as a full-fee-paying student, hence the requirement to pay the equivalent of full fees for the course added after the census date. A student enrolling in a course after the census date is unable to access FEE-HELP for that course.)

- Full-fee-paying students will have to pay the relevant full tuition fees for the course(s) plus a late administrative fee of $200.

NOTE

Please see the section on the census date and the consequences of non-payment of all necessary fees and charges and non-effective enrolment, in Step 6, Enrol in your courses.

NOTE

Students who discontinue their studies are responsible for cancelling their own enrolments. All students enrolled at the census date will remain liable for relevant fees and charges.

How to pay

BPAY

Contact your participating bank, credit union or building society to make a payment from a cheque, savings or credit card account.

- Biller code: 18119
- Customer reference number: your 8-digit student number

Internet

Access mySI-net

- Click on the “View/Pay fees” quick link at the bottom of the screen. Scroll down to the bottom of the screen.

UQ Pay

- Click on “UQ Pay”, which will take you to a secure bank site where Bankcard, MasterCard and/or Visa will be accepted.

Mail

- If you do not have access to set up BPAY or do not possess a credit card then send a cheque, made out to The University of Queensland, along with your name and student number to The University Cashier, The University of Queensland, QLD, 4072

Please allow 2 to 4 working days for your payment to be processed.

Enquiries

If you have any further questions about fees, please contact +61 7 3365 2328 or email fees@uq.edu.au prior to the payment due date (see important dates back cover) or visit a Student Centre on your campus.

Go to Step 10
Get your Student ID Card

Please read the following in conjunction with information about ID cards found on the myAdvisor website at: www.uq.edu.au/myadvisor/

Your student ID card is proof of your enrolment and features your student number. It enables you to borrow UQ Library books, access online information resources and make photocopies at the Library (at a cost) and is required for official photo identification at examinations.

Enrol
In order to obtain a student ID card, you must have enrolled. The ID card reflects the information you submit the first time you enrol. It is valid for the length of your program, so please ensure you have entered the following information correctly:

- your expected graduation semester, and
- your planned academic load (full-time or part-time attendance).

Have your photo taken
You must wait at least 1 working day after you have enrolled before you have your photograph taken.

When you have your photo taken, you will need:

- some form of photo ID, and
- your UQ offer letter for domestic or international students, or welcome letter if you are a new QTAC student.

New undergraduate students
You will need to attend one of the ID card photo sessions listed in the Orientation Guide. Please refer to the Orientation website at:

www.uq.edu.au/orientation

New postgraduate students
You can obtain your card from the Unicard desk on Level 2, Great Court entrance, of the Social Sciences and Humanities Library (Bldg No.2) at the St Lucia campus, or from the Student Centres at Herston, UQ Ipswich or UQ Gatton.

External students
If you are an external student, you are not required to obtain an ID card, but you must take your student number and an official form of photographic identification when attending examinations. External students can borrow from the Library online. However, if you wish to borrow from the Library in person, you will need an ID card. If you cannot attend a campus location to obtain an ID Card, complete the External Student ID Card Declaration form, available online at: http://www.uq.edu.au/myadvisor/index.html?id=2891, attach a digital passport-style photograph of yourself and email to unicard@mailbox.uq.edu.au or download the form and post it with a passport-style photograph of yourself to Unicard, Level 2 Duhig Building, The University of Queensland, Qld 4072.

Replacement cards
A lost and/or damaged ID card can be replaced for a fee of $10. If you do not enter the correct graduation semester and your ID card expires before you have completed your study, you will have to pay for a replacement card.

You will need to complete a Request for Replacement ID Card form. St Lucia students can pay for and obtain a replacement card from the Unicard desk on Level 2, Great Court entrance, of the Duhig Library Building. Students at Herston, UQ Ipswich and UQ Gatton campuses should contact their nearest Student Centres. (Please note: UQ Gatton students pay at the Cashier).

Attend Orientation

Orientation is your introduction to life on campus and provides the ideal opportunity to familiarise yourself with the campus as a whole. You can locate services important to you, such as your faculty/school office, the Student Centre, libraries and classrooms.

All of the activities and timetables for Orientation are provided in the Orientation Guide. For QTAC students, this is included in your offer package. International students will receive the Orientation Guide at a Getting Started session conducted daily from 9–10am by Student Support Services in the 6 weeks prior to Orientation.

For further information on the 2005 Orientation program, check the Orientation website at: http://www.uq.edu.au/orientation
### Changing your enrolment

#### For all students except PhD and MPhil students

If you are a PhD or MPhil student and you wish to change your enrolment, please complete the Change of Candidature Status form or the Enrolment in Additional Courses form (both available for download on the Graduate School’s website, [http://www.uq.edu.au/grad-school](http://www.uq.edu.au/grad-school)) as appropriate, have it endorsed by your principal advisor and school postgraduate coordinator, and send the form to the Research Higher Degrees Office. Please contact the Research Higher Degrees Office (rhd@research.uq.edu.au or +61 7 3365 7932) if you have any queries.

### Change of course

Provided you have enrolled by the due date, you can change your courses without paying any administrative charges up to the end of the second week of semester.

You can drop courses on mySI-net up to the start of examinations. However, academic and financial penalties may apply. (See the section below on cancelling your enrolment and check the Important Dates 2005 on the back cover for due dates).

If you pay upfront HECS-HELP or tuition fees, your amended online invoice will be available for viewing the next working day after the enrolment change.

It is your responsibility to check the accuracy of your enrolment prior to the census date.

#### Adding a course

- Up to the end of the second week of semester
- Access mySI-net.
- Click on the link for the appropriate semester under the "Add Course" heading, then follow the prompts.

#### Adding a course after the census date

If you are substituting one course for another, always add the new course before you drop the old one.

- After Friday of the second week of semester up to the census date
  - Access mySI-net.
  - Click on the link for the appropriate course under the "Add Course" heading, then follow the prompts.

#### Change of Enrolment

<table>
<thead>
<tr>
<th>Date</th>
<th>Financial Liability*</th>
<th>Academic Penalty**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of semester to 31 March</td>
<td>No financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 April to 30 April</td>
<td>Financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 May to commencement of exams</td>
<td>Financial liability</td>
<td>Academic penalty applies</td>
</tr>
<tr>
<td>Beginning of semester to 31 August</td>
<td>No financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 September to 30 September</td>
<td>Financial liability</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>1 October to commencement of exams</td>
<td>Financial liability</td>
<td>Academic penalty applies</td>
</tr>
</tbody>
</table>

* Financial Liability means your HECS-HELP or student contribution amount if you are a Commonwealth Supported student or your FEE-HELP or tuition fee amount if you are a full-fee-paying student.

** Academic Penalty means that effectively a result of zero (ie a failing grade) is recorded on your academic record.

Year-long courses commenced in Semester 1 must be cancelled prior to 31 March to avoid financial liability, or prior to 30 April to avoid academic penalty. Year-long courses commenced in Semester 2 must be cancelled prior to 31 August to avoid a financial liability, or prior to 30 September to avoid academic penalty.

When dropping a year-long course, be sure to cancel the enrolment in both semesters.

Under some circumstances, prior to the finalisation of results, your faculty may allow you to withdraw without academic penalty. Contact your faculty (or school in the case of Health Sciences) for further advice.
International students cancelling enrolment

If you wish to cancel your enrolment for a semester, drop all courses. You may wish to seek academic advice from your faculty or school before cancelling your enrolment.

To cancel your enrolment you will also need to submit an International Student – Application To Withdraw From Program form available from a Student Centre, or online at: www.uq.edu.au/myadvisor/

Please note that Federal legislation requires that once an international student (on a student visa) has enrolled in a program, the University must not allow them to defer commencement of their studies or suspend their studies except on medical grounds, evidenced by a doctor’s certificate, or other exceptional compassionate circumstances beyond the control of the student.

It is a condition of a student visa that you remain with the education provider with whom you originally enrolled for the first 12 months of your program, or if the program is less than 12 months long, for the duration of the program.

Changing your plan

Some programs require students to complete a major, a field of study, or a specialisation. This is referred to as a “plan”. You can nominate your plan on mySI-net by going to your “Program Info” menu in the top yellow bar and selecting the “Change Plan” item in the drop-down menu.

Change of program (domestic students)

This refers to students currently enrolled in a UQ program who wish to change to another UQ program. New QTAC students should refer to Step 1 of this guide. New postgraduate students should refer to their school or faculty for advice.

Information on changing programs is available online at the following UQ website: http://www.uq.edu.au/myadvisor/index.html?page=2876 and includes information on changing from

- A single program to another single program
- A single program to a dual program
- A dual program to a single program
- A dual program to another dual program

The website outlines whether you can apply for a change of program directly to the University via mySI-net or whether you need to apply through QTAC.

If you are required to submit a program change request via mySI-net, you must do so by the due date (refer to the QTAC Key Dates at www.qtac.edu.au). Please contact UQ Admissions on 3365 2203 for further information.

Changing your enrolment

If you are a Commonwealth supported student you must submit a new Commonwealth Support & HECS-HELP form (see Step 7) at the time of the program change or your enrolment will be cancelled. If you are a FEE-HELP student you must submit a new FEE-HELP Assistance form (see Step 8) at the time of the program change or you will be liable to pay tuition fees upfront.

Change of program (international students)

Continuing international students may be able to change from one undergraduate program to another or one postgraduate program to another, depending on several factors including your proposed study plan and study load and the conditions of any scholarships you hold. Please contact the relevant faculty, or school (in the case of the Faculty of Health Sciences) for advice. Staff will be able to give you academic advice and liaise with the International Education Directorate if required. The faculty or school may require you to lodge a formal program change request using mySI-net.

If a change of program is approved, the faculty will give you a change of program approval letter, which you must sign and take to the Student Centre. The International Admissions Section will provide you with a new Confirmation of Enrolment (COE) form, which you will need to take to the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) to extend your student visa. All changes of program will be reported to DIMIA.

International students who have started a program at UQ should not apply to QTAC to change to another UQ program under any circumstances.

All students should go to the Important dates and Final checklist.
Glossary of terms used at University

2005 student
All students who apply and are offered a place in an undergraduate or postgraduate program beginning in 2005, and who are not a current student in another program of study at the same level and have transferred to a program at that same level, are regarded as a 2005 student.

Academic advisor
Academic advisors provide students with course selection advice, including advice on dual degree plans, and can offer advice on careers and opportunities for postgraduate studies. In some cases, academic advisors are located in faculty offices and in others, they are located in school offices. Your faculty office can assist you to find the appropriate advisor.

AskIT
AskIT offers free computer help and training for UQ students and will assist you with the use of information technology in your studies. AskIT is located in and managed by The University of Queensland Library (Cybrary) and assistance is available at help desks, by email, telephone, or its website. Training classes, including training in word-processing, spreadsheets and presentation software are also available. Check the website for more information at: http://askit.uq.edu.au

Blackboard
An educational, teaching and learning framework providing electronic delivery of coursework material. Online course information is provided to students to enable them to access course information and communicate in an interactive environment.

Campus
The location/site at the University where a program is conducted. UQ has three campuses: St Lucia, UQ Gatton and UQ Ipswich. Many other locations including Herston (Medical School) and Turbot Street (Dental School) are also used for teaching and research.

Census date
The date set by the University by which all enrolment, fees, HECS and FEE-HELP arrangements must be finalised. HECS and FEE-HELP liabilities are finalised as at this date. The census dates are 31 March (Semester 1), 31 August (Semester 2). The census date for Summer Semester is set annually based on the start date.

Clash
At UQ, a clash generally refers to classes or examinations timetables, when two classes or examinations are clashable. At UQ, a clash generally refers to classes or examinations timetables, when two classes or examinations are clashable. When two classes or examinations are clashable, the clash is determined as being in conflict once the clash has been flagged. When two classes or examinations are clashable, the clash is determined as being in conflict once the clash has been flagged.

Commonwealth supported place
A higher education place for which the Commonwealth makes a contribution towards the cost of the student’s education.

Commonwealth supported student
A student who occupies a Commonwealth supported place.

Compulsory course (or core courses)
A course which must be passed in order to complete the requirements of a particular program. See also “Elective course”.

Continuing students
You are a “continuing student” if you were enrolled in the same program in a previous semester.

Corequisite (Coreq)
Enrolment is not permitted in the course unless the student has passed, has been granted credit for, or is concurrently enrolled in any course listed as a corequisite.

Course (formerly known as subject)
A distinct unit of study within a program. Each course is identified by its alphanumeric code, a title and a fixed unit value. Courses are normally completed in one or two semesters.

Course coordinator
A course coordinator is the teaching staff member with overall responsibility for teaching a particular course.

Credit
Credit has different definitions at UQ. You receive credit toward a program when you have passed a course that is counting toward the degree requirements. If you are changing programs, you may apply for “credit” and you should refer to the definition of “credit transfer”.

Credit transfer (or transfer credit)
This may be granted when you change from one program to another. Credit may be transferred to the new program if the rules of the new program allow. You should consult the faculty administering the program you wish to change to for assistance.

Cross-institutional
A cross-institutional student undertakes study at one institution while they are formally enrolled at another. UQ students who wish to take a course at another university and have credit transferred to the UQ program must obtain permission in advance from their faculties.

Cybrary
The University of Queensland Library uses the term “Cybrary” to describe its combination of physical space and cyberspace, real and virtual information resources and in-person and online assistance. It has one of the largest collections among academic libraries in Australia and by far the largest in Queensland. The Cybrary offers an extensive range of quality services to the University community, including the combination of print and electronic information resources, advice and help in person, by telephone, on the website and through email or online chat. Many of its services are available 24 hours, 7 days per week and its client-focused staff are happy to help you locate and use information efficiently. Check the website for more information at: www.cybrary.uq.edu.au

Deferment
Deferment is an official delay to commencement of a tertiary program, usually for a period of one year.

Diploma
A semi-professional qualification, typically requiring two years of study.

Director of Studies
All faculties have a Director of Studies, who is responsible for managing matters relating to the academic progress made by students in the undergraduate and postgraduate coursework programs on offer in their faculties. Within the Faculty of Health Sciences, the Head of School undertakes some of these roles also.

Discipline
A field of related studies, eg biology, physics, mathematics, history.

Distance education
Students studying by distance education are not required to regularly attend a University campus.

Dual degree programs
A combination of two UQ degree programs undertaken at the same time that have a single set of program rules.

Duration
The amount of time normally taken to complete a program. Duration is expressed in terms of full-time and part-time (where allowable) study.

Electives
Courses you can choose which, when added to the compulsory (required) courses, enable you to meet your degree requirements.

External student
A student undertaking their entire program through distance education.

Faculty
The major organisational unit with responsibility for academic programs. Faculties may have a number of sub-units called schools. The head of a faculty is called an Executive Dean.

FEE-HELP
A loan scheme allowing eligible domestic students to defer payment of their tuition fees through the tax system.

Financial penalty
Describes a liability to pay student contribution amounts, HECS-HELP, FEE-HELP, fees and/or other charges if you cancel your enrolment in a course or courses after the census date.

Flexible delivery
A combination of study types offered as an alternative to on-campus study in some programs.

Full-time
75% or more of the standard full-time load for a program (ie enrolled in at least 6 units in a semester for most programs). A standard full-time load is 8 units per semester in most programs (excluding pre-2001 dual degrees).

HECS-HELP
A loan scheme available to Australian citizens or Australian Permanent Humanitarian visa holders to pay their student contribution amount, either by deferring payment through the taxation system or by receiving discounts for upfront payment. Your HECS-HELP contribution is calculated on a semester by semester basis based on your enrolled courses at the census date for a given semester.

Incompatible (Inc)
Credit is not given for the course if credit has been obtained for any course listed as an incompatible. Sometimes expressed as Inc: in the Course Information on mySI-net.

Learningfast
http://askit.uq.edu.au/learningfast
An online help and training service designed to assist you with applications such as Word, Excel, PowerPoint and many others.

Major/double major
An area of specialised study within your program, eg history. A major or double major may be a formal requirement in your program (refer to the rules for your program or consult your faculty office).

Mode
The way a course is delivered and includes internal (on-campus), external (off-campus or via distance education) and flexible delivery.

my.UQ
Your personalised portal or doorway to the services you need as a UQ student. You can use it to access your email, enter mySI-net, access online resources for the courses in which you are enrolled, view your calendar and address book, see important reminders, search the Web and to find out what’s happening at UQ and around the world. The website is at: http://my.uq.edu.au/
Recommended subjects
Courses/subjects that you should consider taking before you enter a particular program.

Restricted (R)
A course that is restricted to students enrolled in the program/s listed by abbreviated title. Sometimes expressed as R: in the Course Information on mySI-net.

School
The core sub-faculty academic unit, responsible for teaching, research and interaction with professional organisations. Course coordinators and lecturers generally work in schools.

Semester
The University teaching year is divided into three semesters: Semester 1, Semester 2 (each 13–14 weeks of classes) and Summer Semester between December and February (approx 8 weeks of classes). Most programs require students to be enrolled only in Semesters 1 and 2. Semester classes are followed by a revision period prior to exams.

Student Centre
The University has dedicated Student Centres on all three campuses, and also at Herston. Staff can provide you with information on a range of matters relating to students and student life.

Student contribution amount
The student contribution that a given Commonwealth supported student pays for a given unit of study.

Student Services Charge (SSC)
A compulsory University charge is collected to help fund amenities and services provided by official student organisations. It is payable by all students and is incorporated into the fees for international students.

Subject area
The discipline in which a course is included, expressed as a 4-letter abbreviation. For example COMP, for Computer Science.

Tutorial (T)
Usually a small discussion group offered to complement the material presented in lectures. It is sometimes expressed as “T” in the Course Information on mySI-net. Your lecturer will let you know how many tutorials you must attend in a given course.

Undeclared plan
When students have not specified which field of study they are undertaking, their enrolment will be labelled in mySI-net as an “undeclared plan”.

Undergraduate
Bachelor or diploma or sub-terminal level programs.

Unicard
Universal Card Systems provides the University with ID cards for students and staff.

Unisafe
UQ’s safety program designed to provide a safe campus. Facilities include a free safety bus service at night.

Unisafe escorts
These are available to accompany staff and students anywhere on campus, on request, and/or during the evenings. Contact Security to book (Telephone: 3365 1234 or 1 800 800 123).

Units
Units (U) represent the value of individual courses that contribute to the total unit requirement of an academic program. A standard study load is 8 units per semester.

For new students
- Accept your offer
- International students – attend “Getting Started” and any compulsory International Student Orientation sessions
- Check your personal details
- Choose your courses and work out your timetable using mySI-net
- Enrol in your courses
- Submit your Commonwealth Support and HECS-HELP Form (Commonwealth Supported Students only)
- Submit your FEE-HELP assistance form (optional for domestic full-fee paying students only)
- Pay your Student Services Charge, up-front student contribution amount, HECS-HELP, or tuition fees
- Get your student ID card
- Take part in Orientation activities
- Take note of the important dates 2005

For continuing students
- Check your personal details
- Choose your courses and work out your timetable using mySI-net
- Enrol in your courses
- Submit your Commonwealth Support and HECS-HELP Form (Commonwealth supported students only)
- Submit your FEE-HELP assistance form (optional for domestic full-fee paying students only)
- Pay your Student Services Charge, up-front student contribution amount, HECS-HELP, or tuition fees
- Take note of the important dates 2005

myAdvisor
The University’s website, which gathers into one place a wide range of essential information for students including material on enrolment, assessment, financial matters, and students’ rights and responsibilities. myAdvisor is located at: http://www.uq.edu.au/my-advisor/

mySI-net
A website that allows you to enrol, add/cancel courses, change your address, check class and exam timetables, view your results, view and pay your HECS-HELP contribution or fee liability and check on your overall enrolment. mySI-net is found at: http://www.sinet.uq.edu.au/

Non-award enrolment
Enrolment in a course or courses offered by UQ but not officially enrolled in a program that leads to an award of the University. Examples include students enrolled in the Enhanced Studies Program, cross-institutional students and Study Abroad students.

Orientation (O Week)
A program of activities and information sessions to introduce new students to the University to assist the transition to tertiary study. UQ offers Orientation programs in January/February and July of each year.

Part-time
You are enrolled part-time if you are enrolled in less than 75% of the standard full-time load for a program (ie less than 6 units per semester in most programs).

Plan
An area of study within a program. Depending on the program rules, a plan could be called a major, field of study, stream or concentration.

Practical
Generally a laboratory session (usually in science or engineering programs) where you might do an experiment or other types of laboratory work.

Pre-2005 student
A student who commenced their program prior to 2005 and who may be eligible to have their access to student support programs determined under the Higher Education Funding Act 1998.

Prerequisite (Pre)
The course(s) that you must have previously passed to be able to enrol in a particular course. The prerequisite course provides you with the appropriate foundation knowledge in order to progress to the next course. Students are expected to be aware of the required prerequisites (often expressed as Pre: in the Course Information on mySI-net) as, in most cases, the University does not check to see if you have completed prerequisite courses.

Program (formerly known as course)
A sequence of study leading to the award of a qualification such as a bachelors degree, graduate diploma or certificate.

Program code
A unique identifying number assigned by the University to a program.

Recommended Corequisite (C)
A course that is suggested for enrolment, when you enrol in another course in the same semester (or have previously passed). It is sometimes expressed as C: in the Course Information on mySI-net.

Recommended Prerequisite (P)
Courses a student is advised to take before progressing to another course (sometimes expressed as P: in the Course Information on mySI-net).

Recommended subjects
Courses/subjects that you should consider taking before you enter a particular program.

Restricted (R)
A course that is restricted to students enrolled in the program/s listed by abbreviated title. Sometimes expressed as R: in the Course Information on mySI-net.

School
The core sub-faculty academic unit, responsible for teaching, research and interaction with professional organisations. Course coordinators and lecturers generally work in schools.

Semester
The University teaching year is divided into three semesters: Semester 1, Semester 2 (each 13–14 weeks of classes) and Summer Semester between December and February (approx 8 weeks of classes). Most programs require students to be enrolled only in Semesters 1 and 2. Semester classes are followed by a revision period prior to exams.

Student Centre
The University has dedicated Student Centres on all three campuses, and also at Herston. Staff can provide you with information on a range of matters relating to students and student life.

Student contribution amount
The student contribution that a given Commonwealth supported student pays for a given unit of study.

Student Services Charge (SSC)
A compulsory University charge is collected to help fund amenities and services provided by official student organisations. It is payable by all students and is incorporated into the fees for international students.

Subject area
The discipline in which a course is included, expressed as a 4-letter abbreviation. For example COMP, for Computer Science.

Tutorial (T)
Usually a small discussion group offered to complement the material presented in lectures. It is sometimes expressed as “T” in the Course Information on mySI-net. Your lecturer will let you know how many tutorials you must attend in a given course.

Undeclared plan
When students have not specified which field of study they are undertaking, their enrolment will be labelled in mySI-net as an “undeclared plan”.

Undergraduate
Bachelor or diploma or sub-terminal level programs.

Unicard
Universal Card Systems provides the University with ID cards for students and staff.

Unisafe
UQ’s safety program designed to provide a safe campus. Facilities include a free safety bus service at night.

Unisafe escorts
These are available to accompany staff and students anywhere on campus, on request, and/or during the evenings. Contact Security to book (Telephone: 3365 1234 or 1 800 800 123).

Units
Units (U) represent the value of individual courses that contribute to the total unit requirement of an academic program. A standard study load is 8 units per semester.
Important dates

Semester 1 Orientation
UQ ST LUCIA  Fri 18 February – Fri 25 February
UQ GATTON  Tues 22 February – Fri 25 February
UQ IPSWICH  Mon 21 February – Fri 25 February

Semester 2 Orientation
Fri 15 July – Fri 22 July

**Enrolment due date exceptions**
- BOccThy Year 4  15 Jan
- BPhy Year 4  27 Dec
- BDSc all years  15 Jan
- MBBS all years  10 Jan
- New international students (Semester 1)  25 Feb
- New international students (Semester 2)  22 July

**Class commencement exceptions**
- BEd (Secondary – Graduate Entry) Year 1  17 Jan
- BEd (Secondary – Dual Degree) Professional Year  7 Feb
- BSocWk (Graduate Entry) Year 1  24 Jan
- BOccThy Year 4  7 Feb
- BPhy Year 4  17 Jan
- BDSc all years  17 Jan
- MBBS Year 1 – Orientation and classes commence  24 Jan
- MBBS Year 2 – Orientation 21 Jan – classes commence  24 Jan
- MBBS Year 3 – no Orientation – classes commence  31 Jan
- MBBS Year 4 – no Orientation – classes commence  24 Jan