Welcome
to the Faculty of Science at The University of Queensland (UQ).

We are delighted that you have decided to study science at UQ. Attending university is an opportunity for you to expand your horizons and to develop skills and friendships which will benefit you throughout your life. We encourage you to take advantage of all that is offered through UQ’s vibrant community of academics, students and support staff.

This guide is designed to help you navigate your way through the transition to university life. We are also available to help you in person, by phone or by email. Find contact details at science.uq.edu.au.

Join us for Orientation Week
20 - 24 February

Join us for O-Week, the official start for commencing undergraduate students with everything you need to get ready to study!

Packed with information sessions, skills workshops, social events and tours, O-week is your chance to explore the Gatton campus and find out what to expect as a UQ student. It’s also a chance to make friends, speak with your lecturers, sign up for clubs and activities, and immerse yourself in university life. During the week there will be a free lunch, music, campus and library tours, helpful student volunteers and loads more! To plan your week, please visit: uq.edu.au/orientation.

Starting at university might seem overwhelming at first when you’re not sure where to begin. This book will help guide you through the initial steps of your journey. We’ve laid out the essential tasks you need to complete, and inside you will find the people, resources, and services that will help you succeed at UQ.

What do I need to do?

Here’s a checklist that we think is important for you to complete prior to the start of semester!

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head to uq.edu.au/startingatUQ</td>
<td>4</td>
</tr>
<tr>
<td>Sign up for JSAPP</td>
<td>5</td>
</tr>
<tr>
<td>Find out where and how to sign on to classes</td>
<td>6</td>
</tr>
<tr>
<td>Attend Orientation Week events</td>
<td>7</td>
</tr>
<tr>
<td>Read: ‘FAQs for First Year’</td>
<td>8</td>
</tr>
<tr>
<td>Check out: ‘Do you need help?’</td>
<td>10</td>
</tr>
</tbody>
</table>

Personal and Academic Help Terminology Explained

Useful websites for getting started:
- uq.edu.au/startingatUQ
- planner.science.uq.edu.au
- uq.edu.au/student-services/learning
- uq.edu.au/myadvisor
- bit.ly/uquni101

The Central Walkway at UQ Gatton campus.
JSAPP Gatton will be held during Orientation Week on Wednesday 22 February and Thursday 23 February.

This “getting started” program is recommended for all students beginning tertiary studies for the first time directly from secondary school, and is compulsory for all students living in Halls of Residence.

This is a free two-day program offering a friendly and supportive environment to help students make the transition to a new educational institution. It offers sessions on academic writing, study skills, and succeeding at university and university life, combined with some fun afternoon activities. It’s also a great opportunity to meet other students and staff.

Separate JSAPP programs will also be offered on 18 February for Postgraduate students and 24 February for Mature Age students.

Book your place at uq.edu.au/orientation.
Class Sign-On

1. How do I plan my course timetable?
   - Go to uq.edu.au/startingatuq/sign-on-to-classes and follow the link to timetable planning. Use the timetable planner timetableplanner.app.uq.edu.au to help you.

2. What if my chosen sign-on class is full?
   a) Check course times for alternatives and/or seek further assistance at an enrolling and timetabling drop in session (see page 7).
   b) Email the course coordinator with your request (link at bottom of sign-on page). Ensure you include your name, student number, reasons for your request, and possible alternatives. Try to provide at least two options.
   If all classes fill up, then further classes may be added. Check back regularly for updates.

3. Check your student emails regularly to ensure you are up to date with course sign-on dates/times.

Need assistance with timetabling?
> Drop in for enrolment and timetabling assistance, details on page 7.

Attend Orientation Week events

Visit uq.edu.au/orientation to book your place.

Program Introduction and Information Sessions (Compulsory)

The University of Queensland welcomes our new students and encourages you to take advantage of all that is offered through UQ’s vibrant and rewarding community of students, academics and professional staff.

There are specific introduction sessions for undergraduate programs on Tuesday 21 February. Please check the orientation website for details orientation.uq.edu.au.

These important sessions will provide you with an introduction to your program and courses and give you an opportunity to meet your course coordinators, lecturers and other students.

Faculty of Science Enrolling and Timetabling on mySI-net (Highly Recommended)

Drop in to receive personalised advice from an enrolment assistant from the Faculty of Science. Assistants can help you with course enrolments, timetabling and class sign-on processes.

Assistants will be available:
Monday - Friday of Orientation Week
8.30am - 4.30pm
Student Centre
N.W. Briton Building Annexe 8101A, Gatton

Contact hours

Contact hours are the number of hours per week of attendance required in a course. The course timetable shows contact hours as a combination of letters and numbers.

   e.g. BIOL1020 2L1T 3P
   = 2hr of lectures + 1hr tutorial + 3hr of practical per week.

WARNING: not all classes are held every week. For example, some practical classes are scheduled only every second week, so be sure to check the dates!

Sessions

With over 1000 new students in science, we offer some classes more than once. In these cases, you need to choose:

> One stream of lectures (L01 or L02 or L03 etc);
> One tutorial group (T01, T02 or T03 etc); and
> If applicable, one laboratory or practical group (P01, P02, or P03 etc).

For example, for BIOL1020 you could choose:

   - L02 (Lecture stream 2)
   - P07 (Practical session 7)
   - T15 (Tutorial 15)

Class sign-ons for science open from 8:00am 31 January onwards. Be prepared with your preferred choices prior to sign-on opening as classes, particularly practicals and tutorials, can fill up very quickly (sometimes within 10 minutes of opening!). Prepare a plan B ahead of sign-on, with alternative class times.

BVSc students with a calf.

Market Day in Orientation Week at UQ Gatton campus.
## FAQs for First Year

### Student email
Check your official student email daily to ensure you are up to date. UQ will only send emails to your official student email address. Always use your student email, not a personal email address, when contacting course coordinators, and include your student ID number.

### Blackboard
Visit Blackboard (LearnUQ) regularly to check for course related updates. [learn.uq.edu.au](http://learn.uq.edu.au). Your lecturers will use this to make announcements and post important information on assessment, and other course-related matters. Also referred to as eLearning, this is the course website.

### Electronic Course Profile (ECP)
Every course on offer at UQ has an ECP. The ECP contains important information about course requirements, and must be read carefully. **THIS IS VERY IMPORTANT.** You can access the full version of your course-specific ECP via Blackboard course sites. You can also view a short version through [uq.edu.au/study](http://uq.edu.au/study) by entering a specific course code into the search feature and following the links. The left hand menu of the ECP details the aims and objectives of the course, learning resources and activities and detailed information on assessment. For example, there may be ‘hurdle requirements’ as part of the assessment which must be met in order to pass the course.

### What learning resources are available?
- ECP under ‘Learning Resources’
- Academic advisors at the Science Student Enquiries Office
- Course tutors
- For finding information, borrowing research help, student IT help and general enquiries, visit AskU’s Library help [web.library.uq.edu.au/contact-us](http://web.library.uq.edu.au/contact-us)
- Learning workshops on how to get the most of your studies, tackle assignments and prepare for exams – see [uq.edu.au/student-services/learning](http://uq.edu.au/student-services/learning)

### I am taking a dual degree with Agribusiness. Is there anything in particular I need to know?
You will need to do 32# from each of the 2 Programs involved, which means there is a little less flexibility with courses. Use the dual degree study planners, accessed through [uq.edu.au/study](http://uq.edu.au/study) (planners on left hand menu of chosen program) or directly at [planner.science.uq.edu.au](http://planner.science.uq.edu.au) to work out which courses you need to do, and when you need to do them.

### How can I contact the course coordinator?
Check the ECP or Blackboard for the most appropriate method of communication. Different courses use different methods — some courses have specific course email addresses, while other courses use discussion boards.

### Where do I hand in my assignments?
Some submissions will be to the tutor, some online and some will need a cover sheet for submission. Read the ECP.

### What if my assignment is late?
Please refer to the ECP for individual course procedures. There are different procedures for different courses and schools.

### Do I need to have my own laptop?
Students in the Bachelor of Veterinary Science program are required to have their own laptop for their studies. For all other programs it is very helpful to have your own laptop or other mobile device. The library also has a bank of computers which you can access when on campus.

### What calculator can I use?
For many science courses, you will need an approved non-programmable calculator for use in exams. For more details on approved calculator models see [uq.edu.au/myadvisor/exam-calculators](http://uq.edu.au/myadvisor/exam-calculators)

### Do I have time for paid work?
We recommend less than 10h/wk paid work for full-time students. Although some students are able to balance moderate work schedules with study, many students struggle to keep up with their studies, especially in their first year. You should plan on each course taking up about 10 hours of time per week.

### What happens if I don’t turn up?
You will need to catch up — talk to your peers and look on Blackboard for what you’ve missed. You can lose marks or even fail the course for not participating in compulsory activities. Contact your course coordinator for assistance.

- Blackboard - [learn.uq.edu.au](http://learn.uq.edu.au)
- Contacts - [uq.edu.au/contacts](http://uq.edu.au/contacts)

### What happens if I miss critical assessment in my course and too many lectures?
If you get too far behind with your work, you might think about withdrawing. Be aware of important census dates.

### What is the difference between the Student Centre and Student Services?
The Student Centre (N.W. Briton Building Annexe, 8101A) handles all student administration and general enquiries relating to the university. Student Services (Morrison Hall, Building 8123) provides help with learning, disability and counselling support, and personal and academic welfare.

### I’m concerned about managing my workload — who can I talk to?
Visit Student Services online or in Morrison Hall, Building 8123. They will be able to give you information and guides on how to manage your time effectively, as well as discuss your concerns.

### I’m worried that I might not have the skills to succeed — how can I improve my skills?

### Semester 1 critical dates

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>27 February</td>
<td>Classes commence</td>
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<tr>
<td>10 March</td>
<td>Last day to add or substitute courses</td>
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<tr>
<td>31 March</td>
<td>Last day to drop courses without financial liability (Semester 1 census date)</td>
</tr>
<tr>
<td>30 April</td>
<td>Last day to drop courses without academic penalty</td>
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*Save your money and don’t carry on with courses you have ‘given up on’. You must formally withdraw:

- By the end of March so you aren’t charged for the course
- By the end of April so you don’t lower your Grade Point Average (GPA)*
Do you need help?

**PERSONAL**

- **UQ HEALTH SERVICES**
  uq.edu.au/healthservice

- **STUDENT SERVICES**
  uq.edu.au/student-services
  Morrison Hall
  Building 8123

- **STUDENT HELP ON CAMPUS (SHOC)**
  uq.com.au/student-support
  Room 223 Morrison Hall (#8123)
  Monday & Tuesday, 9am - 4.00pm

**ADMINISTRATION**

- **STUDENT ID CARD**
  Gatton Student Centre
  N.W. Briton Building
  Annex, 8101A
  Take your offer letter and photo ID

- **FEES/CALCULATOR APPROVAL**
  Gatton Student Centre
  N.W. Briton Building
  Annex, 8101A

**LIBRARY AND IT SERVICES**

- **web.library.uq.edu.au/library-services**

**ACADEMIC**

- **GENERAL ADVICE**
  **SCIENCE STUDENT ENQUIRIES**
  including
  First Year Academic Advisor appointments:
  Gatton Student Centre
  N.W. Briton Building
  Annex, 8101A
  science.enquiries@uq.edu.au

- **FEES/CALCULATOR APPROVAL**
  Gatton Student Centre
  N.W. Briton Building
  Annex, 8101A

**COURSES**

- **PROGRAM-SPECIFIC ADVICE**
  School of Agriculture and Food Science:
  agriculture@uq.edu.au
  School of Veterinary Science:
  vetenquiries@uq.edu.au

**LIBRARY AND IT SERVICES**

- **web.library.uq.edu.au/library-services**

**DETAILS**

- **> Lecturer**
  > Course Blackboard

- **> ECP**
  > Course coordinator

- **ASSESSMENT**
  ECP
  uq.edu.au/study
  Blackboard
  learn.uq.edu.au

**TIMETABLE ISSUES**

- **Drop in to the Gatton Student Centre to chat with staff about timetabling issues.**
- **Email science.enquiries@uq.edu.au**
- **Email your course coordinator using the link in the timetable page (SI-net)**

Terminology explained

- **Academic Record**
  There are two types of academic records: official and unofficial. The official academic record, called a ‘transcript’, is produced by the University’s Student Centre for a fee (a complimentary copy is provided to graduating students). The unofficial academic record, known as a ‘studies report’, can be printed from mySI-net.

- **Course list**
  The courses you have to pass in order to receive your degree. The Course list specifies compulsory and elective courses – uq.edu.au/study

- **Blackboard**
  UQ’s learning management system, also known as Learn.UQ. Access via learn.uq.edu.au or via my.UQ.edu.au under eLearning. Contains assessment information, announcements, updates, some assignment marks and discussion boards for each of your courses.

- **Course**
  Subject or class (e.g. AGRC1020 or VETS1060).

- **Compulsory course**
  Course that you must take (e.g. CHEM1004 for the BSusAg).

- **Discipline**
  Field of study or specialisation within your program.

- **Electronic Course Profile (ECP)**
  Also referred to as the Course Profile; the ECP contains information about individual courses including assessment requirements, contact hours, course coordinators and general information. See page 8 for further details.

- **Grade Point Average (GPA)**
  The average of the grade of the results obtained by a student, weighted by the unit value of each course in which the student enrolled. GPA is determined on a semester basis.

- **Major**
  An area of specialised study within a program. A major may be referred to as a specialisation, discipline or plan. See uq.edu.au/study for further details of majors in science programs.

- **mySI-net**
  UQ’s online student enrolment system – sinet.uq.edu.au. Enrol in courses and access your studies report.

- **Plan**
  mySI-net calls a discipline or major (e.g. Physics) a plan; you can declare your plan online.

- **Prerequisite**
  A level of knowledge and skill you must have before participating in a course (e.g. you must have MATH1050 or Maths C before you do MATH1051).

- **Program**
  Your program is the degree you are taking e.g. BVetTech - Bachelor of Veterinary Technology.

- **SABS**
  School of Agriculture and Food Science

- **SVS**
  School of Veterinary Science

- **Units (#)**
  Most courses are 2 units (#2). A full time study load for a semester is #6 or more, so that’s 3 or more courses. Most students do 4 courses, #8 in each semester. International students must do #8. To complete a 3 year program within the 3 years, students are required to do 4 courses per semester unless they opt into summer electives.
What is uni like? Here are some tips from our students...

- You have a lot more freedom than at school.
- Carefully read the program rules for your particular program when you are putting together your study plan!
- Each course is about 10 hours of work each week — for four courses that’s a full-time job equivalent to 40 hours!
- University is a great networking opportunity for now and your future career. Make the most of it!
- Parking at the Gatton campus is FREE!
- There are microwaves on campus!
- Exams are pretty serious business — it’s almost impossible to cram everything into the night before an exam and still do fine.
- (Trust me, I’ve tried).
- Form study groups.
- The library has 24 hour access which is great for studying!
- Ask for help if needed, no question is too silly. There are always people waiting to help.
- Don’t let high expectations stop you from enjoying the journey along the way.
- There are lots of opportunities to volunteer on campus — working with animals or on the farm.
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- There are lots of opportunities to volunteer on campus — working with animals or on the farm.
- Study abroad! Start planning now, save some of your electives!
- Figuring out assignment dates is your responsibility. Read the Electronic Course Profile (ECP) carefully!
- Time management is an art! Put together a semester and weekly schedule to help manage your time.
- No-one is going to chase you up to do your assignment — you have to find the motivation yourself.
- Emailing at UQ must be professional. Always include your full name, Student ID, program, and contact number.
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- If you have timetable clashes, don’t stress. It can usually be sorted fairly easily.
- The UQ Advantage Office is the place to go for info on study abroad, financial support and leadership programs.
- The FREE intercampus bus is so handy to travel between St Lucia and Gatton.
- If you discover you don’t like the program you’ve enrolled in, changing degree programs once you’ve started is not a big deal.
Equity and Diversity

STUDENT SERVICES
Student Services provides help in the following areas:
- Disability Services
- Learning Advisors
- Counselling
- Making new friends and settling in to university
- Faith and spirituality
- International student support
- Accommodation

Visit Student Services at Gatton, Monday – Friday, 8.30am – 4.30pm in Morrison Hall, Building 8123.

THE UQ ALLY PROGRAM
The UQ Ally Program is a network of staff who are supportive of lesbian, gay, bisexual, transgender and intersex staff and students.

UQ ALLY PROGRAM
uq.edu.au/equity/ally
ALLY RESOURCES
uq.edu.au/equity/ally-resources

UQ QUEER COLLECTIVE
facebook.com/uqqc.StLucia

UQ UNION
uqu.com.au/student-support

STUDENT CHARTER
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All students and staff are entitled to work and study in an equitable environment, free of discrimination and harassment.

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THE STUDENT GRIEVANCE RESOLUTION POLICY
This policy outlines procedures for resolving a range of issues which may be of concern. If the grievance relates to discrimination, harassment or bullying, you can use the procedures outlined in the Discrimination and Harassment Policy and should also consider contacting a Discrimination and Harassment Contact Officer (DHCO). DHCOs are specially trained staff who provide information regarding these procedures.
If you feel that you would like further support, the UQ Union (Student Union) is also available to assist and advocate on your behalf.

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uq.edu.au/myadvisor/the-student-charters