Faculty of Science
Gatton campus
First Year Guide 2020
External Students
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 though UQ’s vibrant community of academics, students and support staff.

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.

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. You can find contact details at science.uq.edu.au.

Join us for Orientation Week: 17 - 21 February

Orientation week is the official start for commencing undergraduate students! Although you are an external student, we strongly recommend you attend Orientation week to gain a better understanding of your program and the resources available to you.

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: orientation.uq.edu.au.

We look forward to seeing you!
<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head to my.uq.edu.au/starting-at-uq</td>
<td>4</td>
</tr>
<tr>
<td>Access your study planner</td>
<td></td>
</tr>
<tr>
<td>Choose your courses and enrol</td>
<td></td>
</tr>
<tr>
<td>Ensure clash-free Residential School timetable</td>
<td></td>
</tr>
<tr>
<td>Sign up for Jump Start Academic Preparation Program (JSAPP)</td>
<td>5</td>
</tr>
<tr>
<td>Read ‘Residential School Guide’</td>
<td>6-7</td>
</tr>
<tr>
<td>Check your immunisation status</td>
<td>8</td>
</tr>
<tr>
<td>Register for the Q fever program (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Read ‘FAQs for First Year Students’</td>
<td>8-9</td>
</tr>
<tr>
<td>Attend Orientation Week events</td>
<td>10-11</td>
</tr>
<tr>
<td>Check out ‘Do you need help?’</td>
<td>12-13</td>
</tr>
<tr>
<td>Personal and Academic Help Terminology Explained</td>
<td></td>
</tr>
<tr>
<td>Find out more about Class Allocation</td>
<td>14</td>
</tr>
</tbody>
</table>

First year students in science laboratories at UQ Gatton.
Access your study planner, choose your courses and enrol

Visit my.uq.edu.au/starting-at-uq to access study planners, choose your courses and enrol. Below you’ll find some information to keep in mind.

1. Go to my.uq.edu.au/starting-at-uq and log in to see your program rules, course list and other helpful information.

2. Go to planner.science.uq.edu.au to find a study planner for your program. Click on your program and, if applicable, major, and go to the ‘External’ tab. This will show you courses that you need to take (compulsory) and those that you should take (prerequisite) in order to enrol in more advanced courses later to complete your major. This planner is designed to help you avoid timetable clashes during Residential School.

   **Recognising course codes:** Courses are coded with four letters followed by four numbers. The letters stand for a discipline, while the first number in the sequence stands for the year level of the course. Courses with the code ‘1’ as the first number are first level courses, so they are generally taken in first year, e.g. ANIM1020. Similarly, codes which begin with 2 and 3 reflect the year in which they are normally taken.

   Record your semester 1 course codes here:

   1. 
   2. 
   3. 
   4. 

3. Log in to sinet.uq.edu.au (mySI-net) with your student username and password to enrol. Follow the Task Wizard steps. You must enrol in at least one course by the due date (see purple text box above).

   • **WARNING:** Choosing courses requires careful planning.
   • Make sure you choose prerequisites for courses you want to do in future.
   • Keep your options open in case you change your study plans.
   • Some courses are only offered in one semester.
   • If you are planning on going on exchange during your studies, you may not want to take any of your electives in first year.
   • **DUAL DEGREES** can be even trickier! We recommend you seek enrolment and timetabling assistance, see page 7.

   **ENROLMENT DUE DATES:**
   • Domestic students: 31/01/2020
   • International students: 21/02/2020

   **Residential School**

   Due to residential school timetable, external students study 2 courses per semester. You may be able to study more courses however you will need to ensure that you do not have any residential school clashes.

   You will need to check your timetable through My Timetable through your my.uq.edu.au dashboard, under ‘Your timetable’. It is a student’s responsibility to ensure that they do not have any residential school clashes. You **MUST** check your timetable at the beginning of the semester. If you have clashes then you will need to change your enrolment.

   **Where to seek help:**

   If you are still unsure about which courses to enrol in, you can drop in for enrolment and timetabling assistance during Orientation Week, details page 7.

   The Student Centre can also assist with queries: enquire@science.uq.edu.au or (07) 5460 1276.

   View these useful videos to get you started: bit.ly/plan-your-study
JSAPP - Jump Start Academic Preparation Program

Get the skills you need to succeed at university.

JSAPP Gatton will be held during Orientation Week on Wednesday 19 February and Thursday 20 February. This program is on-campus and you must attend in person. There is no external/online offering.

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 Friday 21 February for Postgraduate and Mature Age students.

Learn how to communicate like a scientist (Highly recommended)

Are you worried about writing your first scientific article or completing your first short answer exam? Prepare yourself with the ‘CLIPS - Communication Learning In Practice for Scientists’ website. The website has been designed by UQ academics especially for science students.

Modules include: Short answer questions, displaying data, scientific writing, presentations, posters, communicating with numbers, referencing, communicating with the public and infographics. See clips.edu.au.

Book your place at orientation.uq.edu.au.

Dates
JSAPP for Undergraduate students:
• Wednesday 19 February
• Thursday 20 February

JSAPP for Postgraduate and Mature Age students:
• Friday 21 February
Residential School Guide

What is Residential School and your timetable?

While you can study many external programs in full distance learning mode, there are a number of courses that have Residential School (Res School) components. If these are classed as compulsory, students must attend them in order to fulfill the requirements of that course.

All schools are compulsory unless otherwise stated in the timetable or the course profile.

A Residential School involves a period of time that must be spent on campus, usually at Gatton but sometimes other locations. These take place during the mid-semester breaks; March - April (Easter) in semester one, or September - October in semester two. They can be held over one day or up to six days and are practically-oriented.

When planning your enrolment each year, you should follow the recommended study planners, to avoid clashes with the Residential School timetable. If you do make changes to your enrolment, it is your responsibility to ensure that you can attend all Residential Schools. Ensure you check your timetable through My Timetable through your my.uq.edu.au dashboard.

Preparing for Residential School and your timetable

Before you arrive at Residential School, please carefully check the timetable for Semester 1 2020 to ensure you don't miss the required classes and make note of any special requirements for your course. You will find them listed in the right hand column of the timetable online at agriculture.uq.edu.au/student-support/support-external-students

Need accommodation during Residential School?

The Halls of Residence offers convenient on campus accommodation during your stay at Residential School. External students who choose to stay on-campus during Residential School can apply for a student room in the Residential Halls with shared bathroom facilities (includes three meals a day). The cost of on-campus accommodation includes a single study room and three meals per day, bed linen, towel, blankets and a pillow. Pricing is available online.

The accommodation also includes free washing machines and dryers available to use, as well as wireless internet and a common room which gives you access to a TV, kitchenette, tea/coffee making facilities.

We recommend checking out the Halls of Residence website for more information and the online application form: halls.gatton.uq.edu.au/residential-school

Food Options

Dining Hall at Gatton is open every day of the Residential School period but opening hours are limited so please check the schedule to avoid missing out. Students not staying in the Halls of Residence can also access the Dining Hall and purchase buffet meals at a cost of $13.00 each

- Breakfast - 7.30am to 8.30am
- Lunch - 12.00pm - 1.00pm
- Dinner - 5.30pm to 6.30pm

The Walkway Café
Open 9.00am to 3.00pm during the week. Not open on the weekend.

McDonald's
Located opposite UQ Gatton on the other side of the Warrego Highway.

St Lucia campus
For those of you required to attend any classes at St Lucia on the weekend, a few of the campus cafes are open on Saturday:

- Wordsmiths (Wordies) Café – Open 8.00am to 3.00pm
- UQ Pizza café – Open from 12.00pm on Saturday
- St Lucia Village (The Ville) – Various cafes and restaurants are open on Saturday at The Ville, around a 10 minutes’ walk from St Lucia campus

Library

During the Residential School period, the library is open for access to learning resources, advice or to answer any questions you may have during your stay.

You can also make an appointment.
Remember, there is 24/7 space accessible after-hours via the back of the library near the IT Annexe. UQ Library members can activate swipe access on their UQ ID cards at the Gatton Student Services Centre. You will need your Student ID card to access this area.
Student Services - they’re here to help!

Student Services are here to help you, offering services in the areas of learning assistance, personal counselling, careers and employment. All appointments are confidential. Appointments can be made for a face-to-face visit via email or telephone.

**Opening hours:** Monday-Friday 8.30am-4.30pm  
**Phone:** (07) 5460 1046  
**Email:** ssgatton@uq.edu.au  
**Location:** Morrison Hall (Building 8123)

Computers and Internet Access

As an external student you have access to the computer laboratories in the library (check details through the library). The primary wireless network available at UQ is eduroam– please follow the prompts on your computer to set up wireless internet.

Details available at its.uq.edu.au

UQ Sport

Need a break or time out during Residential School? UQ Sport offers a day pass to the pool and gym or simply grab a pool pass and enjoy the heated 25 metre pool. You must show your student ID card to get students prices.

UQ Sport is open 7 days a week.  
**Monday:** Friday 6am - 8pm  
**Saturday:** 10am - 2pm  
**Sunday:** 12pm - 6pm

ATM

There is an Automatic Teller Machine located at the end of the NW Briton Building (8101) next to the Security office.

Second hand books

You can visit the UQ Union web page to find out more information in regards to second-hand books and stationary. Please visit uqu.com.au

Post Office

The Post Office located at the Gatton campus is open Monday—Friday 9am to 4.30pm (Except public holidays)  
**Phone:** (07) 5460 1210  
**Location:** Ground floor NW Briton Building (8101)

A limited range of Australia Post services and stationery supplies is provided. Payment for UQ services/goods is also available.

Got questions about your courses?

While on campus, if you have questions about your program, future enrolments, timetables or any other general queries you are welcome to talk to someone at the Student Centre (NW Briton Administration Annexe, 8101A) or School of Agriculture and Food Sciences Admin Building (Ground floor, Building 8117A). Both are staffed Monday to Friday from 8.30am-4.30pm,

Both places are your “starting point” on campus. If you’re not sure of anything, go there.

Staff are there to answer your questions or direct you to someone who can. You may also want to meet with an academic or course coordinator. As the Residential School period becomes quite busy, we recommend the best course of action is to email in advance and make an appointment during the week.
FAQs for First Year Students

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. If you don’t know how to log into your student email account, visit: my.uq.edu.au/starting-at-uq/prepare-for-semester/information-technology

Blackboard
Visit Blackboard (Learn.UQ) regularly to check for course related updates: 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 my.uq.edu.au/programs-courses, 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 AskUs Library help: web.library.uq.edu.au/contact-us
- Learning workshops on how to get the most of your studies, tackle assignments and prepare for exams: uq.edu.au/student-services/learning

Do I have to follow the recommended schedule for my program?
You are advised to follow the recommended schedule on planner.science.uq.edu.au, but you can change it to suit. However, if you change the order of your courses, or enrol in more than a part-time load, you must ensure you are able to attend all residential schools without clashes.

Immunisations
Students who will be working with animals or in agricultural environments as part of their program are at risk of exposure to tetanus and Q fever, and should be tested/vaccinated to reduce the risk of contracting these diseases. If you have any questions or concerns, please discuss with your general practitioner.

Tetanus is caused by a bacterium found in soil which can enter wounds and cause severe illness. Tetanus vaccination is available from your general practitioner.

Q fever is a zoonotic infection transmitted by the bacterial microorganism Coxiella burnetii, usually via dust and aerosols from infected animals.

UQ Health Care runs a Q fever program at the commencement of Semester 1. Registration is essential.

The program consists of two visits one week apart.
- First visit - a detailed history, skin test and blood test are performed
- Second visit one week later - tests are read and Q fever vaccine is given if tests show no immunity to Q fever

For more information and to download the Q fever program registration forms, visit: bit.ly/UQimmunisations2020
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.

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

What is the importance of a mailing address on mySI-net?
On occasion your course may include materials which need to be mailed to you. It will be sent to your current mailing address on mySI-net.

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: my.uq.edu.au/approved-calculators

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

How do I access my study material?
Your courses will make extensive use of Blackboard and other online learning tools. Check the course profile for guidance on accessing them. Also check your course Blackboard site frequently for activities and information. Any required text will be listed on the course profile. Access to required and recommended resources, plus past central exam papers, may also be available at the UQ Library website library.uq.edu.au
The University offers a range of resources and services to support student learning. Details are available on the myServices website my.uq.edu.au

I don’t know what to do for one of my assignments. Who can help me with that?
For help with assignments, email your lecturer for some advice. If you want help with researching for information, contact the UQ Library. For more general help, for example, with structuring and writing assignments, for their workshops and their do-it-yourself material, see the Student Services website or contact Student Services with specific questions.

What is the difference between the Student Centre and Student Services?
The Student Centre (NW Briton Administration 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?
Student Services run online and on-campus workshops on ‘Preparing for Success at University’, ‘Tertiary Writing Skills’, ‘Assignment Writing’ and more. Sign up at uq.edu.au/student-services.

You can also prepare yourself for your first semester by completing the ‘CLIPS - Communication Learning In Practice for Scientists’ course. This free online course has been designed by UQ academics especially for science students. You can find the course on learn.uq.edu.au or on clips.edu.au.

Semester 1 critical dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 February</td>
<td>Classes commence</td>
</tr>
<tr>
<td>6 March</td>
<td>Last day to add or substitute courses</td>
</tr>
<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>
</tr>
</tbody>
</table>

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).
### O-Week

**Gatton: 17-21 Feb**

[orientation.uq.edu.au](http://orientation.uq.edu.au)

---

<table>
<thead>
<tr>
<th><strong>MONDAY 17 FEBRUARY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am-1pm</td>
<td>ID card pick up (no Halls of Residence students)</td>
</tr>
<tr>
<td>8.30am-4.30pm</td>
<td>Timetabling &amp; enrolment assistance</td>
</tr>
<tr>
<td>9.30-11am</td>
<td>O-Week Campus Challenge</td>
</tr>
<tr>
<td>11am-12.30pm</td>
<td>Welcome BBQ</td>
</tr>
<tr>
<td>12.30-4.15pm</td>
<td>Program induction activities</td>
</tr>
<tr>
<td>4.30-6.30pm</td>
<td>Pool Party &amp; free BBQ (all students welcome)</td>
</tr>
<tr>
<td>6.45pm</td>
<td>Bus back to St Lucia ((R))</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th><strong>TUESDAY 18 FEBRUARY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am-4.30pm</td>
<td>Timetabling &amp; enrolment assistance</td>
</tr>
<tr>
<td>9.30am-2.30pm</td>
<td>ID card pick up (all students welcome)</td>
</tr>
<tr>
<td>9-10am</td>
<td>Health and Safety (compulsory for international students)</td>
</tr>
<tr>
<td>10-11am</td>
<td>Seminar for international students with family dependants</td>
</tr>
<tr>
<td>11am-12pm</td>
<td>Global Experience Opportunities (student exchange)</td>
</tr>
<tr>
<td>11am-12pm</td>
<td>Working While on a Student Visa</td>
</tr>
<tr>
<td>1.30-2.30pm</td>
<td>Getting Started (new domestic &amp; international students)</td>
</tr>
<tr>
<td>2.30-3pm</td>
<td>Student charter seminar (new students)</td>
</tr>
<tr>
<td>3-3.30pm</td>
<td>Student Employability Centre: Maximise Your Experience</td>
</tr>
<tr>
<td>3.30-4pm</td>
<td>Scholarships &amp; prizes information session</td>
</tr>
<tr>
<td>4.30-6.30pm</td>
<td>Gatton Market Day (Twilight Markets)</td>
</tr>
<tr>
<td>5-6.30pm</td>
<td>Cohort Dinner</td>
</tr>
<tr>
<td>6.45pm</td>
<td>Bus back to St Lucia ((R))</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th><strong>WEDNESDAY 19 FEBRUARY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am-4.30pm</td>
<td>Timetabling &amp; enrolment assistance</td>
</tr>
<tr>
<td>8.30am-2pm</td>
<td>Jump Start Academic Preparation Program (JSAPP) Undergraduate students ((R))</td>
</tr>
<tr>
<td>11am-3pm</td>
<td>ID card pick up (all students welcome)</td>
</tr>
<tr>
<td>6.30-8.30pm</td>
<td>Movie Night (Aladdin, 2019)</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th><strong>THURSDAY 20 FEBRUARY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am-4.30pm</td>
<td>Timetabling, enrolment assistance &amp; ID card pick up</td>
</tr>
<tr>
<td>8.45am-12.30pm</td>
<td>Jump Start Academic Preparation Program (JSAPP) Undergraduate students ((R))</td>
</tr>
<tr>
<td>1.30-4.30pm</td>
<td>Gatton Student Association (GSA) Surprise activity</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th><strong>FRIDAY 21 FEBRUARY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am-4.30pm</td>
<td>Timetabling, enrolment assistance &amp; ID card pick up</td>
</tr>
<tr>
<td>9am-9.45am</td>
<td>School of Agriculture &amp; Food Science (postgrad welcome)</td>
</tr>
<tr>
<td>10am-11.30am</td>
<td>School of Agriculture &amp; Food Science (Postgrad laboratory introduction &amp; skills session)</td>
</tr>
<tr>
<td>11.45am-4.30pm</td>
<td>Jump Start Academic Preparation Program (JSAPP) Mature age and Postgraduate students</td>
</tr>
<tr>
<td>4.30-6.30pm</td>
<td>Postgraduate Mixer ((R)) (new &amp; returning postgrad students)</td>
</tr>
<tr>
<td>6.45pm</td>
<td>Bus back to St Lucia ((R))</td>
</tr>
</tbody>
</table>

\(R\) = Registration required
WELCOME BBQ
Monday 17 Feb, 11am-12.30pm
Central Walkway
Welcome to Country & free BBQ Lunch

POOL PARTY
Monday 17 Feb, 4.30-6.30pm
UQ Sport Fitness & Aquatic Centre
Pool party, DJ & free BBQ!

MOVIE NIGHT
Wednesday 19 Feb, 6.30-8.30pm
Central Walkway
Free outdoor movie (Aladdin, 2019)

FREE COME & TRY
24 Feb - 8 March, All Day
UQ Sport Fitness & Aquatic Centre
Access sport facilities & group fitness for free for two weeks!
Where to go for help

Personal

UQ Health Care
NW Briton Administration Annexe (8101A)
(07) 5460 1396
uq.edu.au/healthservice

Student Services
Morrison Hall (8123)
(07) 5460 1046
uq.edu.au/student-services

Student Advocacy and Support
Room 223, Morrison Hall (8123)
(07) 5460 1791
uqu.com.au/supporting-u

Academic

Course assistance
Details:
• Lecturer
• Electronic Course Profile (ECP)
• Course Blackboard
• Course Coordinator
Assessment:
• ECP - my.uq.edu.au/programs-courses
• Blackboard - learn.uq.edu.au
Timetabling issues:
• Drop in to the Student Centre (NW Briton Administration Annexe) to chat with staff about timetabling issues.
• Email enquire@science.uq.edu.au
• Email your course coordinator using the link on the timetable page (SI-net)

General advice
Science Student enquiries including First Year Academic Advisor appointments:
• Student Centre, located on the ground floor of the NW Briton Administration Annexe (8101A)
• Email - enquire@science.uq.edu.au

Program specific advice
School of Agriculture and Food Science:
safs@enquire.uq.edu.au
School of Veterinary Science:
vetenquiries@uq.edu.au

Student ID cards
All external students are required to hold a current student ID card. You will need it to sit exams, borrow books and access computer labs.
You have three options for your new student ID:
• upload your photo online. Once approved, your ID card will be ready to pick up at the Student Centre
• get your photo taken at the Student Centre (or library, see page 6 for library times). Make sure to bring photo ID and your letter of offer.
• External students who cannot attend a campus to collect your ID, will need to complete the External Student ID Card Declaration Form.
For more information, visit: my.uq.edu.au/starting-at-uq/prepare-for-semester/student-id-cards

Fee queries and calculator approval
Visit the Student Centre, located on the ground floor of the NW Briton Administration Annexe (8101A)

Library and IT services
Visit web.library.uq.edu.au/library-services
**Terminology explained**


<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Record</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Blackboard</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Compulsory course</strong></td>
<td>Course that you must take (e.g. CHEM1004 for the BAgri Sci).</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>Subject or class (e.g. AGRC1021 or VETS1060).</td>
</tr>
<tr>
<td><strong>Course list</strong></td>
<td>The courses you have to pass in order to receive your degree. The Course list specifies compulsory and elective courses - <a href="http://my.uq.edu.au/programs-courses">my.uq.edu.au/programs-courses</a></td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
<td>Field of study or specialisation within your program.</td>
</tr>
<tr>
<td><strong>Electronic Course Profile (ECP)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>An area of specialised study within a program. A major may be referred to as a specialisation, discipline or plan. See <a href="http://my.uq.edu.au/programs-courses">my.uq.edu.au/programs-courses</a> for further details of majors in science programs.</td>
</tr>
<tr>
<td><strong>mySI-net</strong></td>
<td>UQ’s online student enrolment system - sinet.uq.edu.au. Enrol in courses and access your studies report.</td>
</tr>
<tr>
<td><strong>My Timetable</strong></td>
<td>My Timetable is the class allocation system at UQ. Go to page 5 to read more about the class allocation process.</td>
</tr>
<tr>
<td><strong>Prerequisite</strong></td>
<td>A level of knowledge and skill you must have before participating in a course (e.g. it is highly recommended that you pass CHEM1004 before you do AGRC2001).</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>Your program is the degree you are taking e.g. BVetTech - Bachelor of Veterinary Technology.</td>
</tr>
<tr>
<td><strong>SAFS</strong></td>
<td>School of Agriculture and Food Sciences.</td>
</tr>
<tr>
<td><strong>SVS</strong></td>
<td>School of Veterinary Science.</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>Most courses are 2 units. A full time study load for a semester is 6 units or more, so that’s 3 or more courses. Most students do 4 courses, 8 units in each semester. For external students, it’s recommended you do 2 courses, 4 units per semester. Please follow the study planner at <a href="http://planner.science.uq.edu.au">planner.science.uq.edu.au</a> when enrolling in your course to ensure there are no Residential School clashes during your studies.</td>
</tr>
</tbody>
</table>
After you enrol, you’ll need to select your preferred class times through MyTimetable - our class allocation system. You’ll then be allocated to classes based on these preferences.

Class allocation has 2 stages:
- Class preferencing
- Class adjustment

**Class Preferencing**

During the class preferencing stage you will select your preferred class times for each of your courses.

You don’t have to rush to select your preferences - the system only begins allocating students to classes once the preferencing window has closed.

Class preferencing opens on **20 January** and closes on **3 February 2020**.

Once class preferencing closes, My Timetable will generate you a clash-free timetable based on your preferences. Your timetable will be released on **10 February 2020**.

**Class Adjustment**

You can make changes to your timetable via My Timetable during the class adjustment stage. During this stage you can:
- review your allocated timetable
- swap class times if there’s a space available
- add your name to a waitlist to swap
- allocate yourself to classes you missed during the class preferencing stage.

Try to review your timetable as soon as you can. The earlier you swap or waitlist, the better chance you have of getting the timetable you want.

You can make changes between **10 February to 6 March 2020**.

Bachelor of Veterinary Science students with a calf.

**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 2L 1T 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)

---

**Need assistance with timetabling or enrolment?**

- Drop in to the Student Centre on campus for assistance
- Contact the Student Centre via email enquire@science.uq.edu.au or phone (07) 5460 1276.
- Visit my.uq.edu.au/starting-at-uq/enrol/class-sign-on
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.

uq.edu.au/student-services

Grievance Resolution

The Student Grievance Resolution Policy, Procedures and Guidelines outline procedures for resolving a range of issues.

my.uq.edu.au/information-and-services/manage-my-program/complaints-and-academic-appeals/grievance-resolution-process

If you feel that you would like further support, the UQ Union (Student Union) is also available to assist and advocate on your behalf.

uqu.com.au/student-support

UQ Ally Network

The UQ Ally Network is an award-winning program that provides a visible network of well-informed staff who create a safe, welcoming and inclusive space for LGBTIAQ+ students at UQ and in the broader community. To find a UQ Ally, or to find out more about the program, look for staff with the rainbow badge, rainbow posters around all UQ campuses or visit the UQ Ally Network website.

staff.uq.edu.au/information-and-services/human-resources/diversity/sexuality/ally-network

Inclusive Language

The UQ Guide to Inclusive Language provides information on how to apply inclusive language in the study environment. Students can access the UQ Guide to Inclusive Language on the inclusive language website.

staff.uq.edu.au/information-and-services/human-resources/diversity/sexuality/ally-network

Discrimination and Harassment

If you have a grievance or enquiry relating to discrimination, harassment or bullying, you can contact a Discrimination and Harassment Contact Officer (DHCO), who can provide information about UQ policies and procedures and support services available to students.

staff.uq.edu.au/information-and-services/human-resources/conduct-ethics/discrimination/contact-officers

The Student Charter

The Student Charter sets out the expectations you can hold for your education and outlines what is expected of you while studying.

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

my.uq.edu.au/information-and-services/manage-my-program/student-integrity-and-conduct