

UNISPEAK

Academic Skills	Academic Skills is a team that can help you with assignment writing, study tools, study groups and also hold workshops to help you with your studies.
Accept Your Offer	If you have been successful with your University application, you will receive an offer for your selected course. Acceptance of the offer will require you to agree to the University's terms, conditions and rules.
Activities	Every unit studied on-campus has activities programed which you must attend in order to pass the unit. Activities may be single lectures, tutorials, labs or practicals or a combination of these activities. Some activities will be scheduled weekly, like a lecture, while other activities may be programed less regularly. Unit information is found online at MySCU learning site and provides the programed activities for each unit.
Admit	You are formally admitted to your course when you accept the University's offer. Once you have been admitted to your course you will be able to commence studying and are a candidate for your degree.
Australian Fee Paying	Eligible Australian fee-paying students are able to apply for FEE-HELP, the Australian Government's Commonwealth Assistance Scheme. This is a loan to assist fee paying students to defer their tuition fees. Conditions apply and further information is available at the Government's website: www.studyassist.gov.au or www.education.gov.au
Award	Once you have successfully completed your course at Southern Cross you will have an award which is conferred upon you at graduation. You can use the award letters after your name that stand for the degree you have completed (for example MBA for Master of Business Administration). Some degrees will give you the right to use a title, for example 'Dr'. Completing a 'degree' and receiving an 'award' are terms that may be used interchangeably.
CareerHub	CareerHub helps you find casual, part-time, and graduate jobs. You can book into career events and access resume templates and other career resources. This is also the place where you can book student loan appointments and Academic Skills appointments.
Census date	After this date a student's enrolment is taken to be finalised and you will be charged fees for the units you are undertaking and receive a fail grade if the unit is not completed.

Class	If you are studying on-campus you will attend classes held on the campus. Each unit of study is different and will run varying activities, such as lectures, tutorials, labs or practicals and these activities will each have classes timetabled. Usually students attend a single class for a lecture but have a choice about which tutorial class they attend. Where there is a choice, it is best to register before the session starts as classes fill up quickly. The class timetable will assist you to plan your week.
Class Timetable	The online class timetable is available approximately 4 weeks before the study period begins. You are able to search by unit, location and study period. An email will be sent to your Southern Cross Email account advising you when the timetable has been published.
Clinical Placement	Clinical Placement is a supervised learning experience where students attend a clinical setting for a structured block of time.
Clubs and Societies	There are a variety of Clubs and Societies at Southern Cross that range from community groups to sporting groups. If there isn't one that matches your interests, contact UniLife to find out how you can start one!
Commonwealth Assistance Form (eCAF)	This is a Government form. If you have received an offer for a Commonwealth Supported Place, you must submit a HECS-HELP form, even if you are paying your HECS fees up-front. If you have received an offer for a fee-paying place, you may be eligible to complete a FEE-HELP form to defer your tuition fees. Most students are required to pay a Student Services and Amenities Fee (SSAF) and you may choose to defer this fee by completing a SA-HELP form. For more information about the Government HELP schemes, visit the Commonwealth Government's web site using the following link www.education.gov.au or www.studyassist.gov.au . You can submit these forms online via My Enrolment.
Commonwealth Supported	If you are a Commonwealth Supported Student, then the Australian Government pays the majority of your University fees, but you are still required to make a student contribution (often called HECS) for each unit in which you enrol. You will incur the student contribution fee (HECS) on the census date for the unit. If you are an Australian citizen or the holder of a permanent humanitarian visa you may select to pay your student contribution up-front or you may prefer to defer your fees to the Australian Taxation Office (this is called a HECS debt and it will accumulate until you reach a taxable income threshold when you will be required to pay it back). If you are a permanent resident of Australia or a New Zealand citizen you must pay your student contribution up front, the Government is still paying the majority of your costs. For more information about Commonwealth Supported University places visit the Australian Government's website using the following link: www.education.gov.au or www.studyassist.gov.au

Community/Professional Placement	Placements may include community and work opportunities across a diversity of modes from individual professional placements where students experience work as an 'employee' or 'client', to group projects that engage collaboratively with partner organisations. A 'community' is a group of people, external to the University that are defined by geography, interest, practice, affiliation or identity. Community or Professional Placement encompasses work experience such as Work Integrated Learning (WIL) and internships.
Computer Labs	There are various computer rooms at all campuses that can be utilised for assignments and study. All you need is your username and password to access the computers and internet. Printer and photocopying facilities are available. There are also computers available for use in the Library.
Course	A course is a degree program at Southern Cross University (e.g. Bachelor of Social Science). Courses may also be known as 'awards' or 'degrees'.
Course Coordinator	A Course Coordinator oversees the course. Often the Course Coordinator may also be the lecturer for one or more of the units in the course.
Course Information Session	These are sessions held during Orientation that provide you with essential tools to succeed in your degree.
Decline Your Offer	If you receive an offer into a course and you decline this offer, you are advising the University that your circumstances have changed and you do not want to start the course. Once an offer is declined you will need to submit a new application for admission if you decide to study that course in the future.
Defer Your Fees	Australian citizens who supply a Tax File Number on their Commonwealth Assistance Form have the option of fee deferment by using a HECS-HELP or FEE-HELP loan. If you decide to defer your fees, they will be collected by the Australian Taxation Office when your annual income reaches a specified threshold level. For more information about HELP loans, visit the Commonwealth Government's website: www.education.gov.au or www.studyassist.gov.au
Defer Your Offer	Official permission to delay the commencement of a tertiary course usually for the maximum of one year.
Discover Southern Cross University Online Competition	Discover Southern Cross University Online Competition takes you on a tour of the Southern Cross website, highlighting services that are important to know about to help you succeed in your studies.
Enrol in Units	Each study period you will select a number of units (individual subjects) according to your course rules. You enrol in your units for the full year; enrolling is the action of selecting where, when and how you choose to study your units. You will self-enrol in your units using My Enrolment. An email will be sent to your Southern Cross Email advising you when enrolment opens.
Extension	Special consideration is a request for an extension to the due date for an assessment. There are application forms available for Special Consideration on the Southern Cross webpage and information regarding the required supporting documentation.

Field Work	Fieldwork is completed with an organisation or an environment outside of the University. The point is to link what is learnt in class with what is observed, collected and tested in the field. The particular aims of fieldwork may vary, but they usually include one or more of the following: 1) to observe principles learnt in class as they appear in the field, 2) to apply what has been learnt in class to real situations
Getting Started Workshops	A workshop in Orientation (Session 1 and 2) presented by Academic Skills, that equips you with the important information that you need to know about your academic university life and how to optimise your learning. You will be guided through some of the helpful resources that Southern Cross have to assist you with your studies.
Internship	Internship is a temporary role which provides work experience and on-the-job training. Interns usually have a supervisor who assigns specific tasks and assesses their work.
Laboratory Session	A laboratory class provides practical experience so you can apply the theory learned in the Unit. The class is usually hands-on and held in a real-time Laboratory setting.
Lapse Date	This is the date by which you must respond to your offer. If you do not respond by the advised date the offer will lapse automatically and you will need to submit a new application for admission if you wish to commence studies.
Learning Site	Every unit has an online Learning Site and it is important that you can access the Learning Site for your study units as it contains information about your unit It provides assignment and assessment tasks, due dates and important information about the unit. Your Learning Site(s) also contain other online resources and contact details for your Unit Assessor. The Learning Site is the virtual classroom for online students and will be the primary method by which the Unit Assessor will communicate with you. Learning Sites are found inside MySCU. Log in to MySCU, scroll down the page and find the links to your Learning Sites.
Lecture	Lectures are mainly the presentation of unit content by an academic staff member. Lectures can take different forms including traditional classroom settings, online, video and audio recordings. Where a unit is delivered simultaneously across multiple campuses, lectures may be recorded and/or offered through video-link.
Library Toolbox	Unlock your potential with the Library Toolbox where you'll find information on everything you need to make study a breeze: online and print resources, campus contacts, opening hours, how to borrow, how to connect and more.

My Enrolment	My Enrolment is the University's student management system and contains your official student record. You are able to self-manage your studies by enrolling in units, registering into on-campus classes and obtaining your official results at the end of study. You are also able to request a leave of absence or change your enrolment. The invoice for your studies is found here as is the details of any examinations you may need to sit. It contains your contact details and you are able to update these details to ensure that they are always accurate. My Enrolment will allow you to perform a lot of important tasks throughout your studies at Southern Cross and it is worth taking the time to learn to navigate it.
MySCU	MySCU is the secure intranet available to all students. It is a portal from the public website providing you with the key services you will need as a Southern Cross student (for example the library). It also contains your Learning Site which becomes available only when you enrol in a unit. It is also where you will find your unit documents, text book lists and will be able to communicate with your classmates, tutors and lecturers online.
New to Southern Cross University	The New to SCU program provides practical tips and information to help you prepare for your study experience. Log in to MySCU now - it's a place to start if you are new to Southern Cross University.
Offer	Your application to study a course at Southern Cross is successful when you receive a formal offer. The offer contains important details including the name of the course, the study location, the Southern Cross School or College offering your course, the study period when you'll start and any offer conditions. It also contains your student number that has been allocated to you.
Offer Conditions	Your official offer may contain a section called 'Offer Conditions'. This lists any conditions that must be fulfilled before you will be allowed to start studying. In some cases you may be required to supply a copy of your transcript of past academic results. You will have to provide the Student Advice Team with any information they may have requested before you will be able to enrol in units.
On-Campus	If you study on-campus you will be expected to attend on-campus classes.
Online	Online study is also known as external mode, if you study an online unit you do not need to attend on-campus classes. Online students are well supported by specialist staff, Online study materials and virtual classrooms where you can interact with your lecturer and other Online students. Although you do not have to attend regular on-campus classes as a Online student, sometimes a unit will require you to attend a residential workshop. When you enrol in an Online unit, make sure that you read the unit information guide in MySCU to find out about any residential requirements.
Orientation	Orientation is a program run prior to classes starting; it also includes Get Connected Week (Week 2 of Session 1 and 2). Orientation introduces first year students to the University and helps with the transition into university life. It also re-engages continuing students back into their studies.

Practical Session	A Practical Session is some form of practical teaching. This is often run in laboratories, studios or in the field and it allows you to apply the theory gained from the lecture and tutorial material.
Pulse	Pulse is a quick and easy way to connect with Southern Cross. Students can make a comment or ask a question about their student experience, agree or disagree to posts from others and get feedback from the university.
Register for Classes	Class registration for on-campus units will open approximately three weeks before a session commences. An email will be sent to your Southern Cross Email account advising you of the registration opening date. You register for your classes online through My Enrolment.
Residential Session	A Residential may be conducted during a teaching period or in the breaks. They are often a compulsory component of a unit, and the duration may vary. A Residential usually includes a series of lectures, small group tutorials, workshops or practical laboratory sessions.
Seminar	A seminar is a type of academic instruction where a small group is focused on a particular topic and readings and everyone is able to participate. It is relatively informal and interactive, occurring in real time and is either in-person or online (webinar).
Schedule of Units	The Schedule of Units (SOU) lists the Unit Names alphabetically of all units planned to be taught by all of the Faculties at Southern Cross University in a particular study period. The SOU is updated daily and contains the most up-to-date information about unit availabilities.
School Host	During Orientation you will be greeted by a School Host. Your School Host will have a specific coloured shirt reflecting the different schools. They are there to greet you on arrival, take you to your Course Information Session, and answer any questions you might have about your specific course or just uni life in general. If you're in your second, third or fourth year of study find out how you can become a School Host.
Southern Cross University Email	Southern Cross will provide you with a university email address. The policy is that we will only send official communications to this account and do not send them to any other email addresses, therefore it is important to regularly check your university Email account. You are able to forward your SCU Email account to your personal email account, but you must set this up yourself.
Seminar	A seminar is a type of academic instruction where a small group is focused on a particular topic and readings and everyone is able to participate. It is relatively informal and interactive, occurring in real time and is either in-person or online
Simulation	A simulation is a representation or model of a real-world environment. This may be found online or in a purpose built environment.

Social Sport	UniLife runs a weekly Social Sport competition in Session 1 and 2 offering a variety of sports such as: Touch, Basketball, 6-a-side soccer, Netball, Beach Volleyball and Water Polo. See Social Sport for more information.
Student Loans	The University operates a Student Loan Scheme designed to provide small interest-free loans to currently enrolled students who can demonstrate genuine need and whose continued attendance at the University is in jeopardy due to financial hardship. Visit the Student Loans page for more information.
Student Number	Your Southern Cross student number or student ID is unique to you and will be required during your time at Southern Cross to access the university's systems. It will be found in your letter of offer and we suggest you record it somewhere safe.
Student Services and Amenities Fee (SSAF)	SSAF is a compulsory fee for non-academic related student services and amenities, such as employment and career advice, counselling services, childcare, financial advice, food facilities etc. This fee is charged in Session 1 and Session 2 only and the amount you pay is dependent on your study load and location. For further information please visit the SSAF site. www.education.gov.au
Study Period	Southern Cross University study periods are run on Sessions and there are 3 Session per year, each Session lasts 15 weeks. Students mostly study units in Session 1 and 2 and are able to fast-track their studies by completing optional units in Session 3.
Study Plan	My Enrolment follows your course structure and will contain your study plan. If you have any core units (compulsory Part A units) they will be on your study plan. Where you must make a selection (for example choosing a Part B major or choosing a Part C elective) your study plan will contain an 'Option' line. When you enrol in a unit or complete a unit successfully, it will remain on your study plan and its status will change allowing you to keep track of your progression through the course requirements.
Student Services / Hub	Where you can find out all sorts of information such as timetables, scholarships, course transfers, student ID cards, information on study, courses, fees, expenses and more! See Contact information, locations and addresses for locations at your campus.
Supervision	This term is used to identify a unit in which a student works under the supervision of one or more academics on a research project, thesis or similar endeavour.
Technology Services	Are responsible for providing assistance to students to support their use of the Southern Cross University systems. Help can be accessed through the website and the Technology Services Service Desk.

The Learning Centre	The Library and some Academic Skills staff are housed in the Learning Centre in the Plaza at Lismore campus. Facilities include 90 desktop PCs, seven meeting rooms for group study work, wireless connectivity, face-to-face help, collaborative spaces, and the Water Dragon Cafe.
Transition	The journey of settling into your new way of life at university.
Unit Assessor	A unit assessor is responsible for the delivery of a unit and may be the lecturer and tutor of the unit.
UniLife	The office of Orientation, off-campus accommodation, careers and employment, sport and cultural activities and student loans.
UniMentor	The UniMentor program connects new students with a second or third year mentor studying the same course in order to help them settle into the academic and social environments of university and is available to all new undergraduate students, studying on campus or via distance education in any award course (ie, Bachelor degree or Associate degree).
Unit	You are able to determine how many units make up your degree by finding your course on the Southern Cross website, and then viewing the Course Structure tab.
Unit Information Guide	This is terminology that is being phased out and was used to describe the information guide for each unit. The unit overview information is now found at the Southern Cross webpage under the specific unit and will also be available in the MySCU learning site.
UniStays	A year-round online service that helps students find private rental and other off-campus accommodation at Coffs Harbour, Gold Coast, Lismore. The UniStays website also has links to helpful information for tenants and landlords.
University Place	Once you accept your offer of admission to Southern Cross University you will be 'occupying a place'. Due to physical space limitations, Government rules and teaching resources every University has a limited number of places that they can offer. If you decline your offer the place becomes free and can be re-offered to another applicant.
Workshop	A Workshop is a stand-alone class where the focus is on discussion and activity on a particular task. They may be held face-to-face or online with the activity occurring in real time, although they may also be recorded.