

# Course advice and enrolment session transcript

## M300 Bachelor of Commerce

Presented by Faculty of Business and Law  
January 2021

---

Cathryn Bunney: Again, welcome to Deakin. Welcome to the Faculty of Business Law and this afternoon we're running wrong advice and course information for the Bachelor of Commerce.

In a few minutes, we will do some introductions and some zoom etiquette, but to commence our session today I would like to conduct a Welcome to Country.

We would like to show our respect and acknowledge the traditional custodians of the country throughout Australia on which are learning takes place and recognize their continuing connection to land waters and culture we pay our respects to elder's past, present and future.

So welcome to all of our students have joins us this afternoon. My name is Catherine bunny. I'm the student experience manager in the faculty up some some law.

I'm joined by some of my colleagues here today. We have the lovely, lovely senior, who is also one of our student experience team members.

We have nisa girl who is one of our student engagement officers, we have Jacob, who is from the Student Services Network and he can provide advice on cost structures and I think we also have the lovely just Thompson from the student central area as well.

So this afternoon. We've got quite a bit to get through in the next hour.

But we want to reassure you that this session is being recorded so that we can pop it up onto a website for you so you can review any of the contents.

And in a few weeks time. There is also going to be orientation and a variety of different sessions, and we'll talk about that later.

But the first and most important thing to do here now is to congratulate you, congratulate you on making on the offer that you've received

And also thank you for choosing Deakin, and thank you for choosing the Faculty of Business and law, we're really thrilled that you can come and join us with your studies.

And we hope that you enjoyed it, or at least understand the information that we give you in the next hour, and that you really going to enjoy your studies over the next few years.

And myself and a number of my colleagues that I've already introduced all have a Deakin degree and can all vouch for the quality of the education here.

our session today involves a number of different things, but because of the way that we conducting at via zoom it really very much is a one way presentation of information.

If we're on site. It would be much more reciprocal and much more interactive and it will include Mars bars and and all sorts of things.

But today we asked that. If you have questions, if you could enter them via the chat function plates and towards the end of the session. Send your will collect the themes of your questions and we'll answer them. Then

Our colleagues from the student central area are going to do a StudentConnects demonstration for us in a few minutes time

We're going to take you through our enrolment terminology. For those of you who haven't been to university before and we're aware that not everyone here is just the ESL students

We have lots of different language, lots of acronyms, all sorts of things to trip you up with. So it's important that we explain some of those to you first.

There are lots of different dates and systems. Some of the dates the dates. The University of set some of the dates the dates of the government of set

But they're all really important. And so we want to make sure that you know where to find them. We also have lots of different software and

Online systems for you to use. No more paper forms wherever we can avoid it. We will. So we need you to understand what our online services.

And then the main reason that you're all here is your cost structure and the rules to make sure that when you get through to the other end of your studies, you've got all the units that you need to do in order to be course completed.

We also want to tell you about where to go for help. So today is just a starting point. It's not an end point.

We know that you might have more questions afterwards. And that's perfectly okay so we'll give some in some instructions on where to go to help

And this also includes not just talking to staff but talking to students. So give you a little bit of an insight into our student helping students program, which is a student Peer Mentor Program.

Lastly, we're going to cover off what you need to do next in order to keep you progressing along your enrolment journey.

And take any questions. And again, just type your questions in the chat function as we go along. And some of our staff will answer those questions as we go along. But if there's anything that's coming through is a major theme for everyone will also address that at the end.

So in order for you to get enrolled at Deakin, you need to follow some of the instructions that were provided in your offer letter.

This includes sitting up your Deakin it account. And once you've done that and activated your username and your password. You're going to go into a portal called Deakin sync.

DeakinSync is like the gateway to all the other online systems that you'll use

So in particular, you're going to be using StudentConnect this is where you'll do most of your enrolment functions. Okay, where you're enrolling units or add units and also where you might want to discontinue from units.

Once you're enrolling units. That's what making you that's what's going to make you an official students. Okay. So accepting an offer is one thing but enrolling in units actually shows us your genuine acceptance of that offer

And we need you to do that by Friday, the 22nd of June of January. So it's the end of this week.

You are responsible for maintaining your enrolment. Okay. But we're here to help. We're always happy to help if you reach out, but the ultimate responsibility lies with you.

So StudentConnect the main portal that you're going to go into to make sure that you facilitate your enrolment correctly.

Student Services colleagues, it's going to be conducting our demonstration today but

Jacob Stubbings: We made a furnace.

Cathryn Bunney: Thanks, Jacob. I'm going to share my screen now so that Jacob can share his screen with StudentConnect and take you through. Thanks, Jacob.

Jacob Stubbings: Thanks, Catherine

Jacob Stubbings: Perfect. Alright, I'll share my screen. Yes. Congratulations to everyone for saving and offered very exciting. And it's a

New journey and a new stage in your life. So, and yeah, I'm sure you will enjoy your time at Deakin here. And so I currently work for the

enrolments and placements team at the moment. And so, and I'll be taking you through a bit of a demonstration on StudentConnect and had to accept your offer from receiving that offer email that

You should have all received by now, I believe. And so the first step is on that offer email, you will notice that there is a and

I'm hoping you can all see my screen. I might just get a nod from perfect. Yep. So on the offer, email, you would have received

Isn't one of the links days to activate your account. So if you click that link and this is the initial step for setting up your account and getting it access

And generating your username. So what you'll do once you click that link, it'll bring you to this page here and what you need to do is you need to provide

Information, such as your date of birth and your student ID number, which will also be in that offer email if you don't know what that is.

And and your course code. And so you'll need to pop those details in and click Continue. That will take you to the next step which

Will show you what your student username is and you need to note that down, you need to remember that because that is important for logging in.

And you'll also be able to set up a password and there are certain criteria for the password. So if you're having issues.

And getting some errors with that. Just make sure you check the criteria and adhere to that you should be should be able to set that up offline.

Once you've done this and set up your password, you'll be able to login to date and seek and there should also be a link in your email for Deakin sync and and yeah Catherine did show that to us before so

And what you'll see when you log into Deakin think you'll see page fairly similar to this, and it will have less course offers than this.

This is just a test ID number, which we've loaded a few different courses on

And basically from here a year like Catherine said it's, it is the gateway. It's, it's your first port of call if you want to access a certain system. So you'll see at the top you have a link to your emails. A link to StudentConnect

A link to star which Catherine will probably talk about a little bit later on in this presentation to

And we'll be discussing StudentConnect today. So that's where you can access that from first though will accept. I'll show you how to accept your offer. And so what we'll do. We'll click this button. He just in the green the green bar at the top. Okay. For accept your offer and enrol.

And the course that I'll be demonstrating the enrolment is yours. When you look at this for your portal, you'll only have one offer their most likely. So you just click enrol there.

Now this is a checklist. So this page. And what I'm showing you here is a checklist and it has some really important information.

And if you read through all of this information you'll be really well equipped to enrol yourself and and and and understand your course and understand where you can find information.

Regarding things like majors or things like elective units. And so, yeah, have a read through this checklist and

There are some videos as well. So there's some information on your fees and things like that and and applying for your hex help loans and completing important documentation there.

And there's also a video on enrolling and planning your enrolment and so definitely have a read through this page.

It also explains what full time and part time study is. So just as a short explanation full time study

Typically, and I guess for students who are committing and if you want to study full time you'll be doing four units in trimester one and four units and trimester to and unit to what we refer to as subjects, basically.

And if you click that final step. Step four. You'll see there's an option to progress to StudentConnect, which is what I'll show you now.

So anyhow, StudentConnect page. And this is where you up you maintain your information and personal details for one. So that's where you if you need to update

personal details email addresses or just addresses and this is where you do that. So you can do that under contact details in personal details here.

What I've shown you today is the enrolment process so

When you log into StudentConnected will look like this. And you can either click enrol or you can also click under enrolment and that will drop down and give you the option for enrolling unit slash course. And that's what will select

Now the course that will be demonstrating is the Bachelor of Commerce today to believe that, and there'll be a few people attending this who are doing that course.

And the first step of the enrolment process is accepting begins terms and conditions. So read through them this page. He'd redo all the terms and conditions. Once you've done that you will consent and accept if you're happy with those and you're happy to proceed with your enrolment.

The next step is confirming the course. So this is an important step because at the moment the status of

Our course which is correct. So that's something that you do want to check it this stage of the course is correct and and the location and but the status needs to be changed as well. So yes, we do want to confirm our enrolment in that course and saving continue

Alright, and the next step here, we have contact details. So for this and you'll notice that there isn't.

An Asterix a red Asterix for the required fields. So you need to complete all the fields with a red Asterix. Okay, so these are sort of been pre filled, which

Yours will two points be pre filled, but there will be some details that you do need to add okay so that putting your home address, your postal address and and you can elect, whether you want to receive your results via mobile and which is quite a handy feature.

And you do need need to provide us with a primary emergency contact. Okay, so that's what you do need to provide us as well. And we will continue on.

Okay, so the next step is statistics and now this is statistics that we is reported to the government. And so we do need to provide these either required and all these required fields.

And and what you'll do is you'll just go through these. Now, these have been completed earlier. I've done a couple of demonstrations today. So they've already been completed and tipped and fairly self explanatory, work your way down the list and select the options that apply to you.

Okay, I'll just keep scrolling down there shouldn't be anything that trips you up too much here. And if you do speak another language time. You can select that from that list here and and also

The education level that's all fine fairly self explanatory. So if, if you completed your 12 you pop your 12 in and this is for secondary school

And there are a few options for you 1110 nine as well and but then we also have an education level and outside of school, too. So if you've completed the diploma or certificate for then you could select that.

And this option here. So this will not be too applicable to you guys at the moment. And because none of you are committing a postgraduate course.

At Deakin, at least for this enrolment session. And so you would select not not committing a postgraduate course.

There's also an option to select whether you have a disability or not. And if you if you do select that you have a disability, you can specify what that is.

And if you wanted to, you could also select to please contact me and if you do select that, please contact me box and what will happen is you'll get

Someone from our Disability Resource Centre will contact you and and they will be able to sort of discuss ways that they can

Improve your access to education, basically, so they can come up with an access plan for you, which is really beneficial and it's, it's an excellent service that's offered, and the last step of this section is putting in your parent and Guardian education level.

Perfect. So save and continue and to the next step, which is our commonwealth assistance form which is electronic sort

Referred to as they are a cash our electronic come off assistance form and now this is and this is a government document and

And what you will do you will complete this form if you're wanting to defer your face your unit phase. So your subject face. Do you want me to do for them to a student your student loan. Okay. And so it will have some details that are pre filled out for you.

And what you need to do is scroll down and you will see it'll ask for your citizen ship status and you select the relevant option.

And then we'll ask you if you'll be studying at least one of your units in Australia, which you will select Yes.

And then it gives you the option to put in a tax file number. So if you're wanting to apply for and complete the hex help form.

And you do need to put your tax file number in and if you if you don't have a tax file number at the moment, or if applied for a text file number you can take this box.

And but you do need to provide Deakin with your tax file number before the census date. And that's important to to note and the census steps for trimester. One is the 31st of March.

And if you didn't want to fill out this hex helpline form and you just wanted to pay all your face up front. That's fine. You can definitely do that you will just take that box here, which is what I'll do today.

Okay, and what this will do is it will pre fill

Option, it will pre fill and question 10 which is that you want to pay for upfront payment of your student contribution phase. Okay.

Scroll down and we'll go to save and continue

Success. All right, good sign. And we'll continue on and this next form here. Now this is is different to the previous form, we can play it. I mean, the Hicks help, they help form.

And the essay help is a student services and amenities fee. So what this is is it's a fee of \$156 and each trimester. So for trimester, one and two.

That you need to pay and it covers things like student Counselling and Psychological support and other services that taken offers

And so if you didn't want to pay that fee up front, you would complete this form as well. And this once you complete this form, then that would be deferred to student loan as well. Okay. I hope that makes sense.

And so what you will do for the purposes of today. I won't be completing the form because

I'll pay that up front. And what you do is you you can generate your invoice you through StudentConnect and you'll actually see that fee, then you'll be up to pay that. So that's, I guess you for the demo today. We'll leave that as he's

Okay so majors miners and specializations. So, and this is where we want to select our majors and my majors for an undergraduate course.

So if you wanted to do a major in your course. And this is something that you'll need to discuss with your course advisor, whether this compulsory requirements for a major or whether you can or not.

And then this is where you can add your major to your, your account, basically. So if you're wanting to add a major you could type, type in the unit title here.

And or if you wanted to see a few options. You can just click enter and it will provide some options for your major. And what I'll do is, I'm going to add the financial planning major just as an example today.

Okay. And at the moment we haven't really made any changes because if the status is to be added. So we do need to save that for that to be changed. Okay, now let's change to enrol. That's great, and will continue to our unit selection.

Perfect. Alright, so we see there's a nice list of units. Now, these are all pre enrolled call units so they can want and pre enrol you in anything that's

Basically a choice. So if it's a major unit or an elective they're not going to pre enrol you in that. Okay.

So with this course. Now, there should be four units for trimester one and four units for trimester to

So what we'll see he will have a look at the academic period. So one unit trimester 1234. That's great. And then trimester 21234 perfect. So that's a full time enrolment already for your first year.

So you don't really need to think too much about your enrolment, which is good.

And list for your first year, next year, you will and but what we do and I'll just explain some of the information here first. And so you've got your unit code, which is an

Important to recognize unit name the campus that that will be at and the delivery mode. So D stands for de campus delivery.

And we've also got the unit status, which is also important to recognize and also the center state, which is a very important to know. Okay, so we're going to confirm all those so clicking the thumbs up icon and then clicking. Okay.

So we'll do that for all the units and it will give us full time enrolment and trimester, one and two.

Perfect. Alright, so from there. And if you scroll down the bottom you'll see that there's eight pending changes.

So, same as the last step, nothing will go through unless you click finish and rolling or that safe option in the previous step.

So that is something really important to recognize. So when you're doing enrolment changes, you need to make sure that there's no nothing pending here, otherwise the transaction hasn't gone through

Okay, so that can sometimes trip students up. So that's important to just double and triple check. Alright, so we'll click finish and rolling because we want to add all those units.

Perfect. And we will notice notifications come up here and saying our course status is inactive and of course status will change from inactive to enrolled on the first of March, which is just before trimester one begins. So that's all good.

To perfectly normal notification and now we've got our confirmation. So this is basically your receipt to say the transaction that has just happened. Okay.

You'll see the status has changed for all our units, which is great. And sometimes it might be the system might put an invalid. Notice here.

And which means there's something not quite right, whether that's a prerequisite that you don't meet

Or co requisite so that's when you get in touch with a student advisor to discuss what's happened with that unit and what you might need to do. Okay.

And what we'll do is we'll click back to enrolment. I'll show you how to add a unit, just for actually I'll show you how to add and with story, you know, and so you'll notice here that is

An academic integrity unit, which isn't added now for you. It will be and but for the purposes of today. I'm just showing you how to add a unit.

But, and yet when you see when you log into StudentConnect, you'll see that this unit is actually already pre enrolled for you. You just need to confirm it.

So the code is m

And that's the academic integrity module and we want to add that

In trimester one on the cloud campus.

At

Perfect. So that's to be added. Okay. And that will be one pending change. We also want to remove a unit now.

Typically, you wouldn't you wouldn't really be withdrawing from call units, unless you wanted to reduce your study load or something like that or study that in another trimester down the track in the future.

And so what we'll do, we might remove professional insight, because we just want to lighten the load for trimester.

And keep in mind, this can this can implement your course progression. And yet in in your second year this unit may actually be a prerequisite for a future unit. So that's something important to keep in mind as well.

And talk to a student advisor about possible implications for that as well.

So we need to put in a reason for discontinuing saying I changed my mind about what I wanted to study. Okay. All right. And there's two pending changes and will click finish and rolling

And we get that notification. Again, which is fine. All right. That's fantastic. So we were enrolled in the academic integrity module and withdrawn or discontinued from professional inside

So if we go back to current enrolment. You'll also see that they have been that unit has been added. There it is. And the other unit is showing as discontinued, which is what we wanted.

Alright, so that's the demonstration done

Yeah, I'll hand back over to Catherine now. But yeah, I mean, there will be some student advisors and in the session. So if you have some questions pop them in the chat and I'll do the best to answer you.

Sorry, you're on mute deck after

Cathryn Bunney: The go

Do it for the first time. You see, um, thanks for taking us through that Jacob. I'm now going to re, re share my screen.

With PowerPoint presentation.

And we'll continue from there.



So there's a couple of other little things that I wanted to mention about StudentConnect and the first one is that while there was a receipt screen that came up in the screenshot for you. You do not get

A transaction email or receipt emailed to you. Okay, so it's just what you see on that screen so you really need to make sure

That if you are going to enroll in other units or withdraw/discontinue from units, you've got to make sure that you're not properly.

Secondly, if you are in a calm/all supported place. And you do want to use the help line schemes to pay for it.

Please make sure you put in your text phone number. And if you don't have one you need to go and apply for one immediately.

As you can imagine, the Australian tax office is currently frantically issuing thousands and thousands of text, phone numbers to students have just finished you 12 so if you haven't got one quickly because the ATM sometimes has a little bit of a backlog with their requests.

So before we go on with the rest of the presentation. We're going to take you through some of our enrolment terminology. So the rest of the presentation is a little bit more easy to understand.

So the first one is a course and we've talked a lot about the fact that you in the Bachelor of Commerce. We have other courses to masters graduate certificates Graduate Diploma as honours sometimes degree associate degrees.

All sorts of different courses but for your in a bachelor's degree.

We've also mentioned with a unit is it's the subject that you're studying, whether it's accounting economics or law unit tax law auditing.

All sorts of different things, but a unit is subject.

You will have also staying in Jacobs presentation a StudentConnect that their credit points. This is a point value system that we use to count your units.

And the reason you can't count units and that you have to count credit points is that, whilst most of our units equal one credit point

Not all of them do. Some equal to and some equal half a credit point. So don't count units, you must count your credit points, you'll be right if all of them equal one, but not all of them always do.

The next one is about, you know, enrolment and unit withdrawal. So if we're talking about

You getting into a unit so that you can study it will talk about adding units or enrolling in units, the same thing.

If you want to talk about getting out of a unit because you don't want to be anymore, we will refer to that as a unit withdrawal or unit discontinuation. Again, they're both the same thing.

intermission. Sometimes you'll be somewhere along the way in your studies and you'll decide that you need a break for a trimester or two.

You've got two options. And the first option is our preferred option if you want to have a break from your studies come and have taught to us and apply for intermission.

This means that you're going on a break without approval and we will hold the place in your place in the course for you until an agreed return time

So if you are having some difficulties starting off at trimester two and you wanted to have a break.

We would agree to put you on intermission for trimester two and that we would hold your place until you're returning trimester 120 22

If you don't return in trimester 120 22 then you're on a period of an approved leave and we're not going to guarantee to hold your place for you. Okay.

So option to if you want to have a break, is just to discontinue yourself from your units, but that's not a good idea because we haven't approved it. And we're not going to guarantee to hold your place for you.

So if you're having difficulties and you want to have a break, come and talk to us first

The last one is about discontinuing your course. And again, if you feel that you're in such a situation that you need to discontinue course come and have a chat to us because maybe intermission is the better option, especially if you haven't done intermission before

But if you do want to discontinue your course you need to make sure that you do it correctly. Otherwise, you could still be liable for your fees and also

Get fails on your academic record which you don't want to have happen.

The next one is about the codes that we have for both courses and units. So, you will have noticed at the start of our presentation that the course code for Bachelor of Commerce is m 300

The leading alpha represents the faculty that the course comes from

And the leading numeric here indicates the level of the course three is a bachelor's degree for us on those five is a grad search six as a grad dip and seven is a masters.

Now before I talk about units you might always be wondering why does the Faculty of Business Law, which starts with a be have a leading alpha m, is there a problem here.

We can spell our family used to be the faculty of management, many, many years ago when the course coding system was first invented so hints. All of our courses begin with an M and not with a B. There's not a spelling issue here.

It's also the same for our units all of our units have a six character code. The first three are always alpha and the leading alpha again indicates the faculty that the unit belongs to. And the next two alpha indicates the area of study. So in this example, it's accounting

The first numeric of the unit code represents the level of the year that we expect you to do the unit in. Now sometimes you don't always do units in a perfect sequence and that's okay.

But there'll be some course rules that we'll talk about in a little while, and will say there's no more than 10 units at level one.

And this is what we're looking for. This is your leading alpha A sorry you're leading numeric which represents the level of the unit. So, that is what these codes and these codes mean. Okay. And again, we don't have a spelling issue in the faculty

The next one is study period. So in StudentConnect the demonstration that Jacob did it was represented as a column that was just called period. And it was like

Sometimes we call them study periods or teaching periods and they can run primarily on a trimester basis in some courses there semesters, but for your course. It's going to be primarily trimester base.

trimester one and try Mr to around compulsory teaching periods. If you don't want to participate in one of those teaching periods, you need to apply for formal intermission.

And try Mr three which is run over summer is optional. So if you don't want to study and trimester three next at the end of this year. That's okay. You don't have to apply the information. It's only if you don't want to study in either of these two teaching periods.

Full time or part time study Jacob touched on this too. And it's really important because there can be financial consequences.

Usually you need to be a full time student in order to access a number of different government assistance schemes such as our study

You also need to be a full time student. If you want the public transport discount and there are some scholarships that require you to achieve a certain grade.

along your studies, but also might require you to maintain a full time load again you have to be in three or four credit points to be considered like per trimester, not for the year but per trimester.

You have to be in at least three credit points to be considered full time. Okay, so if you're only doing one or two credit points, it means your part time

If you're doing 2.5 credit points because you were enrolled in three units and two of them were worth one credit point. And one of them was worth half a credit point at 2.5 credit points, it is not three. So, you would still be a part time student not a full time student

You might also recall that Jacob added to his enrolment Academic Integrity Unit in AI.

That is a zero credit point unit so it does not count towards making you full time or part time. So if you decided that you only wanted to study three things in trimester one

And two of them are one credit point units. And the third one was the academic integrity model at zero credit points, it wouldn't count. So you'd be a part time student, not a full time student

It's really important that you keep a track of this because

If you discontinue units and change from full time to part time, especially after the census date. You can't add back in more units and therefore, you might miss out on things like government assistance for the rest of that trimester.

Date states and dates. So the university handbook is a great place to go. All of our important dates are in their, their dates of when you can add dates when you can withdraw dates when your classes start and end dates when exams can be helped.

And you want to make sure that you're up to date with your exam time time when it does come out because you don't want to miss your exams.

There is also the census date it was on StudentConnect. It's also in the handbook. It's in a number of different places.

We are physically obligated to publish that date for you. So we do we put it in lots of different places and you've already heard before that first trimester one the census date is a 31st of March.

Not only does the handbook help you with your course rules and cost structure and of course maps.

But it also helps you with the units and descriptions in their availability and by availability, we mean which trimester, they offered in because not every unit is often every trimester.

And also, whether they're on campus or whether they're in the cloud. Now, most of our units, thanks to last year or in the cloud.

But not all units are offered on all campuses. Okay, so you just need to be aware of that. And the handbook is a great place to go.

You might also think that you like the sound of a unit title. It might sound really groovy.

But again, you want to go into the handbook and just have a little rate of the description and what the assessment items are and what the expectations are. And that will give you more of an idea if that's unit a unit that's for you.

Know, we've always already talked about Deakin sync being the gateway into everything else that you should need. And I just want to go through these a little bit more

StudentConnect. You've all seen now Jacobs done a great job and demonstrating that but once you are enrolled in units.

You're going to be going into a place called Cloud Deakin, which is where all of our unit sites are

This is a more interactive space where you'll see your assessment items and also where you'll be logging your assessment items. So even when we're doing face to face classes on campus.

All of our assessment pieces are handed in online. Okay. You don't hand a hard copy thing over the counter and you don't email it into academic

You go into cloud Deakin, you go to unit site that might be for management or tax law and you'll enter your assignment through a Dropbox. Okay. But there's no emailing and there's no handing over hard hard copy assignments.

There is star which is our timetable system. And I'll talk about that a little bit more in a few minutes. This is where you organize your classes and seminars and

The timetable system also does a preference thing sort for you so you have to list your preferences in there, but I'll explain it more afterwards.

We've also mentioned your Deakin email account and you must check this at least once a week. Ideally, you'd be checking it three or four times a week.

But, you know, once a week is the absolute bare minimum, we will send all sorts of things to your Deakin email account very rarely will we email your personal account. Okay. The default position is your Deakin account.

And lastly here is software. Now, you've probably already got Word, Excel, PowerPoint, those sorts of things on your laptop.

But there'll be other software that you will want to use all that you'll need to use for various units.

Before you go out and buy software, please go to the Deakin software center and have a look if we've got it there available for you, free of charge. Okay.

Download it from there, get it for free. Please don't pay for something. If you don't have to always have a little look at the Deakin software centre first

So this is what you're here for the Bachelor of Commerce rules. Now you're really fortunate because the rules for this course have been around for a long time.

And have fundamentally remained almost completely unchanged. They've stood the test of time. And they're very easy to understand.

The first one is that you have to do 24 credit points not 24 units 24 credit points. Now, if all the units you choose one credit points each. It's will so happened that your 24 credit points will be made up of 24 units. But again, really critical that you count credit points.

Out of these 24 credit points you have eight credit points of call units and they all happen to be at level one.

So here they are all eight units accounting economics, finance information systems law marketing management and professional insights. Okay.

So out of the 24 H A core and there happened to be at level one so that means you've got 16 we've got a lot of choice, but we'll go into more detail in a moment.

Secondly, you also have to do your academic integrity module which I've already mentioned a couple of times. And we really need to do that in the next couple of weeks before you even commence classes.

The second Emeka integrity module help keep you out of trouble. It'll help you understand the difference between having a chat with a friend versus collusion or plagiarism and have site correctly. Okay.

Things like academic integrity are really important to us. And so if you get this out of the way you should be right.

The next one is that after you've completed your core unit and you would normally do these all in your first year if you're going to be a full time student

Or if you're a part time Student You'll take two years to get through these eight units, but after you've done that.

Then you need to choose which Bachelor of Commerce major that you're going to do.

And I've got a slide on our majors that are available in a moment. Although, you probably all really well aware of what they are.

But you do need to choose a major but you don't have to choose that until you get into second year.

If you're a student here who's done studies at another university. And so you're going to apply for credit

Then yes, it might be that after today's session, you need to talk to a course advisor because you might already be on the way to having to choose what units you want to do a few major

All of our majors eight credit points and it's a prescribed eight credit points. So once you do once you decide it's an accounting major

It will be company law and tax law and auditing and financial accounting and management accounting like you won't get a choice. Those your eight units.

If you choose something like economics. It's a different set of eight units, but it's a credit points to get that major and once you've decided they are set in stone.

The next rule is that you were to do no more than 10 credit points, level one. So you've already got eight of those consumed by these core units here.

This one doesn't count the academic integrity module does not count because it's zero credit point. So, that is not included in your tenant level one.

Okay. But that means that if there's other units along the way that you see that our level one, whether it's in our faculty or another faculty, you think, Oh, I like to look at that, that's fine. You can do them. But you can't do any more of more than two of them really okay

The last most fundamental rule is that you must do at least six credit points at level three. So,

One third of your degree is taken up with call units at level one and six credit points or quarter view degree has to be at level three.

Plus, you've got to get a major and your major will include at least two or three units at level three. Okay. That will already be taken care of. But you've got to do at least six

And again, you might find some level three units in another faculty that you think sound. Fantastic. And that's fine.

But at least four of these level three units have to be from business law. Okay, not, not from another faculty. So you can do two from another faculty and sometimes you can even do three but so long as you've got a minimum of four.

At Level three.

Okay.

Now,

We have a range of majors few to choose from. And you're probably all well aware of this, which is why I chose say a Bachelor of Commerce over a Bachelor of Business, here's the list of majors. There's nine of them.

And several of them are needed for professional pathways.

Please be aware that food and agribusiness is offered only at one level.

Or through the cloud. Okay.

And that we have three majors down here. Business Analytics commercial or international trade that are only available to continuing students not to new or commencing students

So you may meet people who are saying hi I'm doing a business analytics major and it's really fantastic and you'll go right that's what I want to do. I'm sorry you can't as part of the Bachelor of Commerce, it's not available to students committee in this year.

So you might already have an idea of which major that you want to do. And that's quite fine but those core units in your first year are all designed to give you a bit of a taste as to what

Those majors might be like, Okay, you might have a really romantic notion of accounting or economics.

Which would be hard to believe, but that's okay. And you might get in and do those units and just go you know that's not for me and you want to do something more in management or marketing. Okay.

But that's the, that's the premise of The Bachelor of Commerce that all those first few units are designed to give you an idea of what the four major might be like

Now we've talked about what are the basic rules to get you through course.

But you also need to know what sequence to do all those units in. Okay. It's a bit like we've given you all the ingredients that you need.

But you need to know the quantities and when to add them into the pot or the mixing bowl. So a course map is going to help you with that.

So it's easy. Simply Google Deakin course maps and then enter your course code and you commencing it and it will bring up your course map, you must always follow the course rules for your course.

As per the year that you started. So in 2023 you must go back into the handbook and look up the course rules for the Bachelor of Commerce. Do not go into

The course rules for 2023 for the Bachelor of Commerce, you'll need to go to the handbook. Okay.

When it comes to units you always refer to the current year. Okay, just in terms of the description of the unit and what the assessment items are

But for the course rules and also for the major in terms of what combination of units constitutes a major you must always go to the handbook of the year that you commenced.

Down here. We're also mentioning about course map deviations. Sometimes you might not want to follow what we recommend.

And there's three main instances when this might occur, firstly because you don't want to be enrolled full time, you just want to be part time

And so, you know, again, you might want to get some advice about what combination of you units to do in which trimester, so that you don't model anything up with prerequisites.

The second instance is that you might have enrolled in all eight units very nicely. And at the end of time is to one you might fail unit.

And you go up, I want to repeat repeat that unit really quickly because the knowledge is still really fresh in my mind.

So again, you'd need to change your teacher enrolment and that might have an impact on to the next year. So that would change your course map.

And then third one is that when you're starting here you might actually come in with Recognition of Prior Learning, sometimes known as credit or advanced standing

But that's when you've done studies at another university and you want to have that credited to your degree here so that you don't have to repeat the unit. And that's quite fine too.

So those would be the three primary reasons why you might deviate from a course map. Otherwise, we strongly recommend that you follow the sequence that we've recommended

Sort of show you what a course map looks like. Here's a little screenshot that we've prepared.

Basically we present it on a year basis and trimester second trimester. Second trimester three again just keeping in

Mind trimester three is optional. It's great if you want to accelerate your program or if you unfortunately failing unit and you want to

Get back on track before you start your second year then trimester three is a great option for that. So okay, so it's presented in a grid life grid like format. And it's really easy to follow.

In relation to units, we've already mentioned that you've got a number of core unit. So the compulsory and in the Bachelor of Commerce. You've got eight core units.

And then the remainder review unit. So another 16 for you are all electives. But consider that the moment that you choose a major that is a certain set eight units they sort of become compulsory for you.

We also would recommend that once you finish your first few units that you might want to consider.

Value adding to your degree by choosing units that involve word integrated learning or work experience. It's a placement in our host organization. So some real life experience or during study abroad and exchange. So studying at another university overseas for a trimester or two.

When we were allowed. So, this one might not be quite achievable. This year, but that's okay. This is not something that you'd be really considering until 2022 or 2023

And if you do want to do this when you're talking to course advances in students central you need to make it very clear to them because this is complicated to course map for and you have to be very clear on what you're doing.

Lastly, for this slide. We also have a concept of prerequisites and CO requisites. So for example, you know, a has to be done before unit be

So I'm enrolling today and I might enrol in unit a for trimester one and unit be for trimester two

And the system will let me do that because it can see the sequence that I'm trying to do them in and that you know haven't, haven't passed you know I it but nor have I failed it. So, the system will let me into that unit be

But at the end of trimester one if I do fall unit a the system is going to look at look at my enrolment and go idea.

She has not passed the prerequisite. She's not still going along and she's actually founded and therefore, the system will discontinue me from my unit be interested

And that you know is referred to them as an invalid unit. So in having an invalid unit is just a simple way of saying

The system has discontinued from you, from that unit because you breached a rule of some sort. And usually it's a prerequisite rule.

Car requisite is a little bit different unit. I can either be done at the same time as unit Bay or before unit. Okay. It doesn't really matter. We don't have many co requisites you're more likely to encounter seeing prerequisites.

The next one is majors. Some people refer to them as a unit set or a set of units. It's all the same thing in our faculty

A major is a credit points and it is a prescribed set of a credit points.

The major will appear on your transcripts. So this is a really good value add think not only will your transcripts say that you've earned a Bachelor of Commerce, but it will say that your majored in accounting or economics or marketing or management.



You can also choose to do along the way. In addition to your major because remember one major is compulsory for you. You might also want to consider doing a minor

So a minor is for credit points. Okay. Again, it will be a prescribed set of four credit points.

But there's a range of minors that are available on offer. Again, they're all in the handbook, we might go through them today.

And again, as another value add for you. These will appear on your transcript. So at the end of the three years of studying

You'll have a Bachelor of Commerce and your major in, say, for example, accounting, and you might do a minor in management okay all there on your transcript quite transparent for your future employees to see

So confirming your enrolment. So the main steps are that you need to go in activate your Deakin it account and then going to Deakin sink.

And follow the sequence of six or seven steps that Jacob talk you through. And that includes enrolling in units and clicking on that finalized enrolment button so that all eight units.

That had credit points plus a new unit, which was your zero credit point unit are all enrolled.

Okay. And if you do want to deviate from that plan, we strongly recommend that you reach out to students central and make an appointment with a course advisor and we'll give you the link for that in a moment.

contact hours. So how much are you going to say us. How much are we going to see you well at university itself guided learning so

We would tell you that usually you would have three hours of scheduled classes and seminars and I'll take you through what they are in a moment. But there's also your own self initiated learning that you need to do at home. So for every credit point that you do.

It should be about 10 hours of study per week. So if you're signing up for four units. This trimester, you're setting yourself up for a full time job.

Don't let that overwhelm you. Some of you might want to do a little bit more than that. And some of you might do a little bit less. But that's approximately what you think you need to do.

Now the terminology around classes here at Deakin is a little bit different. So even if you've been to another university I'd recommend that you listen in on this because we use different terminology here.

So at other universities and in the movies and on Netflix. You might have heard of lectures and tutorials

At Deakin we call them classes and seminars. Okay. Not lectures and tutorials. So a class for one of a better word is a lecture.

Is an academic standing up in front of a big room three 400 students in the room, and it's a one way conversation. So it's not a conversation. It's just a one way delivery of information to you. Okay, that is a class into one Deakin will still be doing all of its classes online.

Okay not face to face, and it's to do with density and capacity limits at the moment.

However, the second part of your face to face classes or scheduled activities is seminars. So previously known as tutorials

With the seminars. This is a small classroom 15 to 20 people in the room with an academic. It's a two way conversation.

And it's a revision of the material that you learned in the class, the previous week. This is where you get to talk through through things brainstorm. Ask questions get real life examples, all those sorts of things. Okay, so we have classes and we have seminars here Deakin

Sorry, how do you organize your timetable.

So you might recall earlier in the session, we talked about star which is our online system for your timetable.

You must be enrolled in the units that you want to do in order to be able to go into star and start telling us what you'd like your timetable to look like and 31

Star will open on the 25th of January. So that's next Monday. So that's one of the reasons we really need you to be enrolled in new units by this Friday.

So that on Monday when the timetable system opens up unit. So there, and you can start telling us the preferences. Now, in relation to classes I mentioned before that they're all going to be online so you won't have to tell us anything about classes.

When we were doing face to face classes, we might have, for example, a unit like management, where we would have 500 students enrolled in up for trimester one

And we don't have a lecture theatre that necessarily hold 500 students. So we would run two classes during the week one might be on a Monday from three to four and the other one might be on a Thursday to three to four.

You would need to tell us whether you want to change the Monday three to four or the Thursday three to four.

Because we cannot have all 500 students turning up to a lecture theatre that only holds 300 students. So we would have to split up into two groups. Some of you would go to Monday and some of you would go to Thursday.

In relation to the seminars. So because they're much smaller and discrete classrooms with just 15 to 20 people in them.

You would have a range of 10 or 20 or 30 or 40 not fully probably about 10 to 20 maybe 30 different tutorials or in this case seminars, because that's what we call them here to choose from.

There might be Monday nine or 1010 to 1111 to 1212 to one want to same again. On Tuesday, same again. On Wednesday, same again on Thursday.

And you would need to tell us that for that unit, which is management.

That your preferences for the seminar that your first preference would be a Monday between 11 and 12 Tuesday between 11 and 12 and your third preference is Wednesday between 11 and 12

So you put in all those preferences, what you'd prefer to have is your timetable and you'd have to do that for every unit that you're enrolling for trimester one

And then we close down the system and we do a big sort of run and we try and work out what everyone's preferences are, and system does it all, which is fantastic.

And it tries to give everyone their first preferences. Sometimes, it can't. But it will tell you at the end of the at the end of its big sort run

Which class you're going into. So which which time and which day you get to go into for management or for economics or finance unit. Okay, so

Enrolling units. This week and next week going to stop and start telling us preferences.

And a couple of minutes, I'm going to talk about a student came into a program in a thing called a drop in center if you struggle with star, the best people to ask or other students. Okay. They are really fantastic at helping out with this.

Also be aware there's just a couple of other things here on this PowerPoint slide that just says that you can view a draft timetable in the website, which is great.

And if you're doing all of your units through the cloud, because you don't want to come onto campus for anything.

Then you don't have to worry about doing a timetable, because we don't have to hold a seat in a classroom for you.

So we're very excited about the opportunity to be able to offer a face to face learning experience in tier one, and of course that is subject to current rules not changing. Okay. No more breakouts but Victoria is doing really well yet again.

So in nearly at the end of our presentation. And you might still be thinking, well, this is lots of information. I still need help and not just with the things that you've heard about today, but with other things to that might be on your mind. So

Course advice and course planning, I'll give you the link in a few minutes time for when you can get a one on one session with of course advisor.

You're going to want to get yourself a student ID card. Okay, you might not be on campus yet, but you can start using a student card for all sorts of things you can do student card online or you can wait to come onto campus either is fine.

Your fees, you might not be used to having to pay your school fees, people might have taken care of that for you.

And you might need be needing a financial assistance because not everyone got to have part time jobs over the summer because, you know, not everything was still open.

So again, you need to reach out to students essential if you having any issues in that space and see what assistance can be provided.

Later on in the trimester exams and results and transcripts. Nothing to worry about. At this stage, okay. Don't get ahead of yourself. Let's just get you enrolled. Get your timetable sorted and then have you come to orientation. Those are the most immediate things

We have specific student services for international students, especially in relation to visa matters which can be quite complex.

We have lost property for when you do come on campus, you might get so excited about being on campus that you forget to pick yourself up.

And lastly we have students support services. So again, this is welfare counselling Disability Support Services, all sorts of things. Okay. We also have a chaplaincy here on campus.

All these things are available to all of you, free of charge, so please make sure that you reach out if you ever think you need help. There's lots of different people here.

Sorry. So we've mentioned a couple of times already, that we have a student P mental support program in our faculty, which we're really proud of.

Now during orientation week we want you to come to the faculty, welcome.

And to your course information sessions which are run a little bit differently. So this one because it won't talk about the terminology you know weren't talk about the timetable, because we've already covered that day.

But come to course information session is important because you get to meet your course director, and that's a really good opportunity.

But in the faculty, welcome. We'll talk you through more about the student to mentor program and give you the opportunity to sign up for it. Okay.

This is you, getting to meet second and third year students who have got a lived experience of what it's like and he'll be able to help you with all sorts of things. So we strongly recommend that you

Get on board with this program as part of it, whether or not you sign up for the student. Peer Mentor Program. One of the things our mentors do is that they run an online dropping station.

And if you want to contact them, you can do so through beyond mentor. We also have an image team site and a phone number for them so

Like I said, with the timetable, particularly if you're struggling with that next week, please feel free to give our mentors a call when the dropping station is open.

And they will assist you, Sanjana, if I can ask you, or Nisa, just to pop in the chat function without dropping station is open and any other contact details that we have

Next,

So we nearly there. What's next, hopefully it's as clear as day that we need you to enroll in those units by Friday, the 22nd of January. Okay.

And that if you're struggling to understand what units, you should do, then you need to book a one on one course advice.

Advice session. And here's the link through which you can do this and sending out and these are going to pop that into the chat function. So, you can click on it.

And then open it up in a browser. And then if you want to. Later on in the evening after you've had a little look at your course map. If you still think you need help and book a one on one session.

Keep checking your Deakin email account. Get your student card and register and attend orientation in a couple of weeks time starting Monday, the first of March.

There's one other thing that could happen in the next couple of weeks, we know that on Monday, the first of February.

They are also going to be the February round of offers that are made. So the Bachelor of Commerce might not have been your first choice and we get that

And so if you do get another offer when you get to Monday, the first of February before taking up the offer, we would suggest, give us a call. Have a chat.

See if there's anything that we can do to allay your concerns about why should you stay in the Bachelor of Commerce versus go to a different course, even if it's a different course within Deakin just course first and have a chat.

Now it's okay if you want to go and change courses, but we want to make sure that you do it properly for three key reasons.

The first one. If you don't, you aren't going to incur potentially the fees for at least trimester one potentially also trimester two. Okay.

In trimester one align that could be as, as you know, \$7,000

So if you enrol for the whole year, which is what we needed to do. But then you discontinue or you leave the course, but you don't tell us

You could be up for \$14,000 worth of, you know, hickstead that's been deferred off to the tax office. So one, make sure you do it properly because it could be an expensive exercise if you don't

The second one is that if you don't do it properly, you can get files and your academic record.

And you might think, well, that's not a problem. I don't care you know on. I'm not going to stay with Deakin, I'm going to another university. It will never be a problem.

Well, sometimes those files can follow you around, and maybe in 10 or 15 years time you'll come back to Deakin and go, I want to do a master's degree or a PhD at Deakin and those files will still be there on your record. Okay. You don't want that. We don't want that for you. And thirdly,

If you're in a Commonwealth supported place these places to often quoted. So if you don't discontinue from the course we don't know that that places available to give it someone else. Okay.

And that would be devastating. Okay, that could really be life changing for someone if they don't get a place so

Do it for yourself and do it for other people. Okay. If you do want to get out of your course. We hope that you stay in the Bachelor of Commerce, or at least in the Faculty of Business and law, like I said, give us a call and see if there's anything that we can do to allay your concerns.

So that is the end of the presentation, and you have all remained really attentive and I'm sorry I said that we would finish up four o'clock, and I know that it's now six minutes past four

So I'm going to stop sharing my screen for a moment. Hopefully center if you can just put the biz law.

Email address and phone number in the chat function and I'll stop sharing for now and send your needs. Are there any main questions that have been coming through the chat function, whilst I've been talking and everyone

Sania Sachdeva: So hi, Catherine, I've just popped in the link to the mentor program and also the biz law email address and the phone number in the chat for reference.

And we had a couple of questions regarding the fees. So the people will want students are wondering the course fees, how to calculate the cost visa popped in the link in the chat for the

Show fee calculator.

You and I can pop that in again if you've missed it.

And then also for the unit fee. You can actually find the information on the Deakin online handbook. So there's an element right at the bottom of

When you click in what unit you want to. So for instance, you're looking at em a one or three. And if you open the handbook at the very bottom there's unit fee information so you can select in current student and put in the details and it'll tell you what fees, you're looking at you.

Cathryn Bunney: So I'm going to give an example because I used to do fees as my job. So in a Commonwealth support replace your fees are based on

The discipline or the academic area that your unit is based on. So if you're doing something like accounting and economics their business based. So you would be charged what's called Ben three or the highest price.

If you're doing something like I'll make this up a science unit, though, because you just saw this science unit that looked fantastic and you wanted to choose it as one of your electives.

Science might be a cheaper price because it's in band to it's not as expensive. So we have a federal requirement every unit in the handbook will tell you what band that unit is attached to so that you can self calculate the price now business units like medicine unit so commerce units.

At the highest band. Okay. And the Australian government just made some recent changes commencing from 2021

And so earlier on in the presentation I referenced about \$7,000 for trimester one and that's about right at the moment. So if you were doing all commerce units, which is what we expect you to do in trimester one, then your fees will be about \$7,000

Sania Sachdeva: Thank you. We had another question regarding the hex health loan and I know a lot of students are waiting for offers from other universities as well. So there was a question.

Based on you know if they have accepted an offer for one of the courses that Deakin and requested a hex how blown for it. Are they able to apply for a hex out loan for another degree.

Cathryn Bunney: So. Yep. Absolutely, yep. But if you then get an offer for another degree. Okay. You need to make sure that you discontinue this one. Otherwise, your career. The fees for both courses. Okay.

But yes, even if you accept this one you are definitely still able to go and, you know, putting a change of preference through the tech or, you know, depending on what the rules are applied directly to the university for another course in the Commonwealth supported place.

But just don't incur the the face for the two courses.

Sania Sachdeva: Make sure you get out of that is right properly.

Cathryn Bunney: Every time. Okay.

Sania Sachdeva: And I'm sorry. Just one more quick question. I was regarding the Deakin accelerate program. So for students who have completed that he can accelerate program, they would have done two units with us already.

So they hopefully the Recognition of Prior Learning will automatically be applied to the release.

Cathryn Bunney: It should be yes. Yep. Yep.

Sania Sachdeva: But if it isn't, then just contact the student advisors enough

To draw details and the number. Yep.

Cathryn Bunney: And so those students will also be in a position where they have to start now making decisions about what major to do

Exactly right. So I wanted to do that. I can also see there's a question here someone thinking ahead, which countries are available for study abroad. Okay.

Now, I do not know. Personally, the full list of countries there are some countries and some universities in countries with which we have a reciprocal arrangement. So

All my pick one up, University of Reading. In the UK, and I say, University of Reading. Because it's one that we used to have a reciprocal arrangement with a long time ago.

We have a reciprocal arrangement. So if you came to us and said, I want to go to University of Reading and be like, Yep, no problems. We can facilitate that.

Or you might come up with a university that we've never heard of before. We're not familiar with, with that.

With that university and in America, for example, there's, you know, two 3000 sort of universities.

So we don't have arrangements with everyone. So, the country is not a problem. But, you know, we just might not be familiar with that university.

So that's an arrangement where we can assist but we just won't be reciprocal on we might not know all the rules and all the details.

So if you want to do study abroad. It is really critical that you come and have that conversation.

At least six or eight, nine months in advance of when you might want to go okay because it can take a little while to work out the paperwork, especially if you're going to a university with which we don't have a reciprocal arrangement.

We got any other questions coming through know where to fast forward. So I'm really cognizant that a whole hell do over time.

Hopefully it's been clear today about what your course rules are Bachelor of Commerce fairly straightforward and the critical things are enrolling units by this Friday.

Do your timetable preferences next week and register and attend orientation. You want to go to the faculty information session and the course information session and then hopefully we'll see you at the end of the week for the student came angel program.

So if there's all thank you for putting incentive that list to study abroad and exchange information. So if there's no other questions will let you all go thank you very much for your attendance. This afternoon, and again congratulations and thanks for choosing Deakin

Thanks, everyone. Thank you. Nathan, thank you. Sonia.