Congratulations on receiving an offer to study Climate Change Adaptation in the Faculty of Arts at the University of Adelaide. We hope your experience will be enjoyable and rewarding.

If you have questions at any time throughout your studies, please contact the School of Social Sciences on Ph 8313 5643 or email ryan.higgins@adelaide.edu.au.

The Program Coordinator can be contacted as follows:

Dr Melissa Nursey-Bray
Room 136, Level 1, Napier Building
Napier Building
Ph 8313 3497
Email melissa.nursey-bray@adelaide.edu.au
www.adelaide.edu.au/directory/melissa.nursey-bray

Enrolment

Once you have been made an offer, a Welcome letter will be posted to you from the University. The letter will include your Username and Password. You will then be able to enrol online via Access Adelaide available through the Unified portal from 9 January 2015.

How to Enrol:

2. Select ‘Access Adelaide’ from the menu on the left hand side.
   - Complete your Enrolment Checklist (which includes entering your contact details and selecting your payment method/applying for FEE-HELP).
   - Enrol in your semester or term course/s, by selecting ‘Enrolment’ from the ‘Student’ menu on the left hand side and adding the class number for each course. Course details and class numbers are provided overleaf. To enrol in a course, click on ‘Add’.
     - Once you have added the course you will need to select ‘Save’.
     - Continue to enrol until you have added all your classes for each semester/term. You can then print your enrolment list and/or a weekly timetable.
3. Once you have completed your enrolment you can obtain a student identity card. For further information, visit: www.adelaide.edu.au/unicard/student/
5. ‘Like’ the Faculty’s Facebook site to receive important updates at www.facebook.com.au/arts.uofa..
6. Make yourself familiar with the critical dates so you are aware of the last days to enrol, pay fees, and withdraw from courses: www.adelaide.edu.au/student/dates/critical
You will be able to enrol from any computer with internet access either on or off campus once you have received your Username and Password. You should enrol as soon as possible and no later than the critical dates provided below.

A step-by-step guide to enrolling is available on the University’s enrolment website at www.adelaide.edu.au/enrol/instructions/how/

If you need assistance, please contact the Faculty of Arts on Ph 8313 5245 or email faculty.arts@adelaide.edu.au.

All changes to your enrolment, e.g. a withdrawal, must be completed online via Access Adelaide. You should be aware that critical dates apply for each course. These dates are important. If you intend to withdraw from a course, you must do so on or before the census date or you will incur a financial liability, i.e. you will still have to pay for the course and you will have a WNF or WF grade recorded on your academic record.

<table>
<thead>
<tr>
<th>2015 Critical Dates</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of semester</td>
<td>Mon 2 March</td>
<td>Mon 27 July</td>
</tr>
<tr>
<td>Last day to add a course online</td>
<td>Mon 16 March</td>
<td>Mon 10 August</td>
</tr>
<tr>
<td>Census Date</td>
<td>Tues 31 March</td>
<td>Mon 31 August</td>
</tr>
<tr>
<td>Last day to Withdraw Not Fail (WNF)</td>
<td>Fri 8 May</td>
<td>Fri 18 September</td>
</tr>
<tr>
<td>Last day to Withdraw Fail (WF)</td>
<td>Fri 12 June</td>
<td>Fri 30 October</td>
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**Program Requirements**

Academic program rules for the Graduate Certificate in Climate Change Adaptation are available in the University Calendar at www.adelaide.edu.au/calendar/pg/arts.

Further information about courses including class numbers for enrolment, tuition fees, and critical dates, are available via the Course Planner website at https://access.adelaide.edu.au/courses/search.asp

Please note that The University of Adelaide reserves the right to discontinue or vary programs and courses without notice.

**1. Graduate Certificate in Climate Change Adaptation**

1.1 Students enrolled in the Graduate Certificate in Climate Change Adaptation are required to complete courses to the value of 12 units, chosen from the following:

**Core Courses (12 units)**

- GEOG 5011EX Introduction to Climate Adaptation .................................................................3 units
- GEOG 5012EX Identifying Risks and Vulnerabilities .................................................................3 units
- GEOG 5013EX Communication & Evaluation of Climate Adaptation ..........................................3 units
- GEOG 5014EX Adaptation Options for Management ..................................................................3 units
**2015 Course Scheduling**

<table>
<thead>
<tr>
<th>Subject area/ Catalogue No.</th>
<th>Core and Elective Courses</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 5011EX</td>
<td>Introduction to Climate Adaptation</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 5011EX</td>
<td>Introduction to Climate Adaptation</td>
<td>2</td>
</tr>
<tr>
<td>GEOG 5012EX</td>
<td>Identifying Risks and Vulnerabilities</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 5012EX</td>
<td>Identifying Risks and Vulnerabilities</td>
<td>2</td>
</tr>
<tr>
<td>GEOG 5013EX</td>
<td>Communication &amp; Evaluation of Climate Adaptation</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 5013EX</td>
<td>Communication &amp; Evaluation of Climate Adaptation</td>
<td>2</td>
</tr>
<tr>
<td>GEOG 5014EX</td>
<td>Adaptation Options for Management</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 5014EX</td>
<td>Adaptation Options for Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**Deferring Your Enrolment**

If you wish to defer your enrolment in Climate Change Adaptation to 2016, please email your request to arts@adelaide.edu.au and cc ryan.higgins@adelaide.edu.au.

**Orientation Week for International Students (20-24 July)**

International students also are encouraged to attend the University's international student orientation activities during the week of 20 July; see www.international.adelaide.edu.au/living/orientation for more details.

**Upgrading to a Higher Level of Award**

If you wish to upgrade to a higher level award, e.g. to the Master of Environmental Policy and Management you should complete an internal transfer application form and submit this to the University's Admissions Office for processing. You can submit an application at any time and the application will be processed for the next available semester, pending eligibility. The criteria for upgrades and the application form can be accessed at www.adelaide.edu.au/student/admission/internaltransfers/pgcw.html

International students will need to complete an internal transfer application available on the International Office website at www.international.adelaide.edu.au/enquiries (the enquiry form for transfers is available when applications are open).

Once you receive your offer to the new program, **it is important to enrol into your courses under the new program** rather than under your existing program. If you do not enrol your courses into the correct program, the offer will lapse and you will have to re-apply to upgrade at a later stage. Your enrolment record also will be incorrect. For further advice, contact the Faculty of Arts on 8313 5245.

**Payment of Tuition Fees**

Early in each term or semester, you will receive an online invoice through Access Adelaide. An email will be sent to your Student Web Mail account when an invoice is available. Payment due dates will be indicated on your invoice. Hard copies of invoices are not posted.

To view your invoice, log in to Access Adelaide at https://access.adelaide.edu.au/sa/login.asp and select:

1. **My Finances**
2. **My Invoice**
Students are also charged a Student Services and Amenities Fee (SSAF) which contributes toward the provision of student services and amenities at the University. Further information is available at www.adelaide.edu.au/student/finance/ssaf

Student Services

Your username and password give you access to online services and campus computer suites. This includes the Unified Portal, Access Adelaide, MyUni, Wireless Network, Student Web Mail, and University of Adelaide Library Electronic Resources. It is important that you regularly check your student email account as the University will correspond with you via this method. If required, you can redirect your student email account to an alternative address. For further information, visit the ITS Student Support website at www.adelaide.edu.au/its/student_support/

You will also have access to a postgraduate student room equipped with computers, a printer and photocopier. Swipe card access is arranged automatically through the School of Social Sciences, Ground Floor, Napier Building, and staff can give you a login and password for the printer and photocopier.

All University of Adelaide students are also eligible for a wide range of free student services. For further information, visit www.adelaide.edu.au/student/current or download a guide to student services at: www.adelaide.edu.au/publications/pdfs/stud_serv.pdf

We look forward to your participation in this program.

Dr Melissa Nursey-Bray
Program Coordinator
Graduate Program in Climate Change Adaptation
Discipline of Geography, Environment and Population, School of Social Sciences