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

The Program Coordinator can be contacted as follows:
Professor Barbara Santich
Faculty of Arts
The University of Adelaide, South Australia
Email barbara.santich@adelaide.edu.au

Enrolment
Once you have been made an offer, a Welcome letter will be emailed 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 2 December 2014.

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
4. Activate your Student Email account in Unified at https://unified.adelaide.edu.au
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 overleaf.

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 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.

**Program Requirements**

To qualify for the Graduate Certificate in Food Writing, you must complete the following two courses to the value of 12 units:

**HIST5018A** Food Writing A: Intensive (6 units)
Dates: Week beginning 2 February 2015 (reading and online work), followed by an intensive on-campus week of teaching from 9-13 February 2015. After the intensive week students have 6 weeks online study, with final assignments due 2 April 2015.
Location: Napier 204, Napier Building, North Terrace Campus
2015 Course Fee for Domestic student: $4,998
Class Number for Enrolment: 92090

**HIST5018BEX** Food Writing B: Essentials (6 units). This is an on-line course.
Dates: Week beginning 20 April-5 June 2015 Course Fee for Domestic student: $4,998
Class Number for Enrolment: 42025

Further information about individual courses is available via the Course Planner website at https://access.adelaide.edu.au/courses/search.asp or the Food Studies homepage at www.adelaide.edu.au/food-studies.

**Deferring Your Enrolment**

If you wish to defer your enrolment in Food Writing to 2016, please email arts@adelaide.edu.au

NB: The University of Adelaide reserves the right to discontinue or vary programs and courses without notice.

**Critical Dates for enrolling and withdrawing**

Each course has critical dates that you need to be aware of. These include the:

- Last day to enrol
- Census dates (last day to withdraw to receive a refund and delete the course from your record)
- Last day to withdraw without failure (not eligible for a refund but receive a grade of WNF which does not impact negatively on your grade point average)
- Last day to withdraw with a fail (not eligible for a refund and will receive a grade of withdraw fail)

If you intend to withdraw from a course, you should do so on or before the census date otherwise you will incur tuition fees and have a grade of WNF or WF recorded on your academic transcript. The critical dates for each course have been provided on page 1, and can also be viewed via the course planner.

NB: It is your responsibility to manage your enrolment. All withdrawals must be done online via Access Adelaide. Verbal or email withdrawals are not accepted.

**Academic and Critical Dates for 2015**

<table>
<thead>
<tr>
<th>Session</th>
<th>Course</th>
<th>Contact</th>
<th>Census Date</th>
<th>Last Day to Enrol</th>
<th>Last Day to WNF</th>
<th>Last Day to WF</th>
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<tbody>
<tr>
<td></td>
<td>Food Writing A: Intensive</td>
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<tr>
<td>Term 2</td>
<td>HIST 5018BEX</td>
<td>20 Apr-5 June (following Food Writing A)</td>
<td>8 May 2015</td>
<td>4 May 2015</td>
<td>9 June 2015</td>
<td>3 July 2015</td>
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<td></td>
<td>Food Writing B: Essentials (external)</td>
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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

FEE-HELP: The Australian Government Higher Education Loan Programme (HELP) assists students to pay for postgraduate studies via a FEE-HELP loan. To be eligible, you must be an Australian Citizen. For further information about FEE-HELP, visit http://studyassist.gov.au/sites/studyassist/help/payingmyfees/fee-help

The application form for FEE-HELP can be completed electronically as part of the online enrolment process via Access Adelaide; for further information see www.adelaide.edu.au/enrol/instructions/how

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 upon enrolment and staff in the School of Humanities (Level 7, Napier Building) 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.

Professor Barbara Santich
Program Coordinator
Graduate Program in Food Writing
The University of Adelaide, South Australia
www.adelaide.edu.au/food-studies/writing

Attachment: Information for Food Writing Students from Professor Barbara Santich