



THE UNIVERSITY  
of ADELAIDE

FACULTY OF ARTS

# Faculty of Arts Enrolment Guide for Continuing Students



**All students continuing their studies in 2017 will be able to enrol online via Access Adelaide from the dates and times listed below. Please read this leaflet carefully for information relating to enrolment, important changes for 2017, and study support services.**

Course Planner released for the following year .....	1 Oct	12.01am
Class Timetable released for 2017 (via Course Planner) .....	1 Dec	12.01am

## 2017 Enrolment Open Times

Summer School .....	Week beginning 5 Dec
Bachelor of Arts .....	9 Dec 9.30am
Bachelor of Arts (Advanced).....	9 Dec 9.30am
Bachelor of Arts with Bachelor of Economics.....	9 Dec 9.30am
Bachelor of Arts with Bachelor of Science.....	9 Dec 9.30am
Bachelor of Arts with Bachelor of Music.....	9 Dec 9.30am
Bachelor of Arts with Bachelor of Music Education.....	9 Dec 9.30am
University of Adelaide Preparatory program .....	9 Dec 9:30am
Bachelor of Criminology.....	9 Dec 11.00am
Bachelor of Environmental Policy and Management.....	9 Dec 11:00am
Bachelor of International Development.....	9 Dec 11.00am
Bachelor of International Studies.....	9 Dec 11:00am
Bachelor of International Studies with Bachelor of Arts.....	9 Dec 11:00am
Bachelor of International Studies with Bachelor of Economics.....	9 Dec 11:00am
Bachelor of Languages.....	9 Dec 11:00am
Bachelor of Liberal Arts and Sciences.....	9 Dec 11.00am
Bachelor of Media.....	9 Dec 11:00am
Bachelor of Media with Bachelor of Arts.....	9 Dec 11:00am
Bachelor of Media with Bachelor of International Studies.....	9 Dec 11:00am
Bachelor of Social Sciences.....	9 Dec 11:00am
Diploma in Arts (new and continuing students).....	9 Dec 11:00am
Diploma in Languages (new and continuing students).....	9 Dec 11:00am
Diploma in Aboriginal Studies in Music.....	9 Dec 12:30pm
Bachelor of Teaching double degrees.....	9 Dec 12.30pm
Honours students (continuing students).....	9 Dec 12.30pm
Honours Degree of Bachelor of Music (all).....	9 Dec 12:30pm
Bachelor of Music (all).....	9 Dec 2:30pm
Cross-Institutional students (inbound).....	16 Dec 2.30pm

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### Have you applied for an internal transfer?

If you have applied for an internal transfer into a new degree in 2017, you are classified as a continuing student, rather than as a commencing student for the purposes of enrolment in that new degree. Students who have transferred into a new degree will be able to enrol as per the above **continuing student enrolment open times**.

A list of all 2017 enrolment open times for continuing and commencing students is available at <https://www.adelaide.edu.au/enrol/instructions/open-times/>

### Will you be on exchange in 2017?

You will need to enrol into the dummy exchange course, found under EXCHANGE in the [University of Adelaide Course Planner](#), to the value of your approved study in the semester(s) in which you will be overseas.

The exchange courses for degrees in the Faculty of Arts are:

- EXCHANGE 1003ARTS International Exchange – Faculty of Arts (3 units)
- EXCHANGE 1006ARTS International Exchange – Faculty of Arts (6 units)
- EXCHANGE 1009ARTS International Exchange – Faculty of Arts (9 units)
- EXCHANGE 1012ARTS International Exchange – Faculty of Arts (12 units)

Please check your Faculty Approval questionnaire through GLAS if you are unsure.

### Correct enrolment is YOUR responsibility

The Access Adelaide enrolment system will not prevent you from enrolling in courses that may not count toward your degree. It is **your responsibility** to ensure that you select the correct courses. The formal rules of your degree are available in the University Calendar and can be viewed at [www.adelaide.edu.au/calendar](http://www.adelaide.edu.au/calendar). You can also access a study plan, which is a graphical representation of the degree rules, at <https://arts.adelaide.edu.au/current-students/undergrad/degrees/>. Study plans are an example of how your studies can be constructed. If you enrol in a course that falls outside the rules of your degree you will incur a financial liability, e.g. tuition fees or a HECS-HELP debt, but you will not be permitted to present the course toward your degree. This will therefore extend the duration and cost of your studies.

### Need enrolment advice?

Please see the 'Undergraduate Students' page of our website for enrolment information, including study plans, course lists, and major/minor and closed electives lists [www.arts.adelaide.edu.au/current-students/undergrad/](http://www.arts.adelaide.edu.au/current-students/undergrad/).

If you would like a personalised study plan to help you with course selections, please fill in the online request form at [www.arts.adelaide.edu.au/current-students/undergrad/study-plan/](http://www.arts.adelaide.edu.au/current-students/undergrad/study-plan/). Alternatively, please contact the Faculty Office for advice. Please note that during peak enrolment times, there may be a delay in response.

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## 2017 critical dates

Please be aware of the following important enrolment deadlines:

2017 Critical Dates	Semester 1	Semester 2
Start of semester	Mon 27 February	Mon 24 July
Last day to add a course online	Mon 13 March	Mon 7 August
Due date for payment of upfront student contributions & tuition fees	Fri 17 March	Thurs 17 August
Census Date (last day to withdraw without academic or financial penalty)	Fri 31 March	Thurs 31 August
Last day to Withdraw Not Fail (WNF)	Fri 5 May	Fri 15 September
Last day to Withdraw Fail (WF)	Fri 9 June	Fri 27 October

2017 semester dates can be viewed at <http://www.adelaide.edu.au/student/dates/academic/2017/>

### Are you enrolled in more than one degree?

If you are enrolled in more than one degree, e.g. Bachelor of Arts and a Diploma in Languages, you must ensure that you **enrol in your courses under the correct degree**. This is done by selecting the appropriate degree from the drop-down menu when adding courses via Access Adelaide.

Enrolling in courses under the wrong degree will affect you in the following ways:

- The courses will be listed as being enrolled in the wrong degree on your academic transcript
- Your GPA will be calculated using incorrect or omitted courses for that degree
- The statement you receive upon graduation for each degree (Australian Higher Education Graduation Statement) will not include all courses
- If you receive an offer to a new program and don't enrol in any courses, the offer will be revoked and the program removed from your record. This means that you have to re-apply for the program at a later date.

### Step-by-step guide to enrolment

- Step 1** Study plans are available at <https://arts.adelaide.edu.au/current-students/undergrad/degrees/>. The formal rules of your degree are available at [www.adelaide.edu.au/calendar/](http://www.adelaide.edu.au/calendar/).
- Step 2** Decide which courses to study in both semesters (you should enrol for the full year at the start of the year). Course information is available at [www.arts.adelaide.edu.au/current-students/undergrad/](http://www.arts.adelaide.edu.au/current-students/undergrad/).
- Step 3** Plan your timetable using the Timetable Planner on Access Adelaide in order to get a good timetable, and complete your enrolment checklist in Access Adelaide so you're ready to enrol when your degree opens for enrolment. You can download a class planner worksheet at: [www.adelaide.edu.au/enrol/instructions/how/](http://www.adelaide.edu.au/enrol/instructions/how/).
- Step 4** Enrol online using Access Adelaide via Unified at <https://unified.adelaide.edu.au>. Once you've added all of your courses, you can view or print your Enrolment List and Weekly Timetable.
- Step 5** Renew your student card at Ask Adelaide, Level 3, Hub Central.
- Step 6** If studying any first year courses, check if there are preliminary lectures in O'Week from 20 - 24 February 2017. The O'Week website will be updated in early 2017 including a schedule of activities: [www.adelaide.edu.au/student/firstyear/orientation/](http://www.adelaide.edu.au/student/firstyear/orientation/).

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## Need Enrolment Support?

Assistance to enrol online is available through AskAdelaide:

T: 8313 3833

E: [enrol.help@adelaide.edu.au](mailto:enrol.help@adelaide.edu.au)

Location: Hub Central

For advice or assistance with enrolment errors, please contact Ask Adelaide on T 8313 3833. Further information about resolving and avoiding enrolment errors is available at [www.arts.adelaide.edu.au/current-students/handbook/enrol-errors.html](http://www.arts.adelaide.edu.au/current-students/handbook/enrol-errors.html).

### Choosing Majors and Minors

Most degrees offered by the Faculty of Arts require students to complete a major and/or minor. The Bachelor of Arts requires a minimum of one major, one minor, and elective courses, while most named degrees, e.g. Bachelor of International Studies, require completion of core courses, a minor, and elective courses.

To find out if your degree has core courses or a major and a minor, view your study plan at [www.arts.adelaide.edu.au/current-students/undergrad/degrees/](http://www.arts.adelaide.edu.au/current-students/undergrad/degrees/).

A major or minor is completed by enrolling in a minimum number of courses from one discipline, e.g. History. For a major, you must complete at least 24 units of study with not more than 6 units at Level I. For a minor, you must complete at least 18 units of study with not more than 6 units at Level I. If your degree requires a major and minor, your minor must be in a different discipline to your major.

You do not need to declare your major or minor upfront; it is your responsibility to select a discipline and complete the required units by the end of your degree. To choose courses for your major and / or minor, view the updated major and minor lists on the Faculty's website each year at [www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/](http://www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/).

### ARTS 1007 The Enquiring Mind: Media and Freedom

Students who started their bachelor degree in the Faculty of Arts from 1 January 2014 are required to complete the Level I foundation course: [ARTS 1007](#). Students who started their degree prior to 2014 do not have to complete this course; however if you have elective space left at Level I, you may complete this course. Please note that a maximum of 24 units of Level I courses can be counted toward your degree. Please note, this course was previously titled ARTS 1007 The Enquiring Mind: Arts of Engagement.

### Diploma in Languages

The Diploma in Languages is available to students currently enrolled at the University of Adelaide and other institutions, and to university graduates.

Students can receive credit for up to 12 units of Diploma courses toward their primary Bachelor's degree in the Faculty of Arts, reducing the overall time that it takes to complete both qualifications. For further advice, please contact the Faculty Office or visit [www.arts.adelaide.edu.au/current-students/undergrad/language/](http://www.arts.adelaide.edu.au/current-students/undergrad/language/).

### Diploma in Arts

The Diploma in Arts is a program that is also available to students currently enrolled at the University of Adelaide and other institutions, and to university graduates.

The Diploma in Arts allows students to pursue studies in one of the Arts majors while completing an undergraduate degree (usually in faculties other than Arts). It is also open to students who have already completed an undergraduate degree who want to complement their studies, pursue studies in a different field, or 'upskill' for professional development purposes (eg. secondary school teachers). It is the equivalent to a full major (24 units) and for students enrolled in an undergraduate degree generally adds a further year to the length of studies.

Students can receive credit for up to 12 units of Diploma courses toward their primary Bachelor's degree in the Faculty of Arts, reducing the overall time that it takes to complete both qualifications.

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## Course Title or Subject Area Changes

When selecting courses, **ensure that you do not inadvertently enrol in a course that you have already completed**. Do not ignore warnings of repeat enrolments in Access Adelaide and ensure that you check the 'Incompatible' information provided in Course Planner to make sure that you have not already completed the course under a previous title.

In most cases, the course will have the same subject area and catalogue number, e.g. ENGL 1101, and you will receive a warning notification of a 'repeat enrolment' if you attempt to enrol for a second time in Access Adelaide; however in the situation where a subject area or catalogue number has changed, you will not receive a warning and if the title has changed too, you may not recognise the course, e.g. POLI 1102 Introduction to International Politics (2013) changed to POLIS 1102 Global Transformations (2014) and to POLIS 1102 Global Politics (2015). Ensure you check the 'Incompatible' courses listed in course planner as you cannot present the same course twice toward completion of your program.

## New Majors/Minors Available

From 2017 there will be a new Major in Gender Studies (GEND) which will replace the previous major of Gender Studies and Social Analysis (GSSA). If you commenced your studies prior to 2017 you can continue your Major in Gender Studies and Social Analysis. Please view the Major/Minor Course List for Gender Studies and Social Analysis (GSSA) (commenced prior to 2017) at <http://www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/2017/2017-gender-studies-and-social-analysis-major-minor-course-list.pdf> and the Major/Minor course list for Gender Studies (GEND) at <http://www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/2017/2017-gender-studies-major-minor-course-list.pdf>.

## Psychology in 2017

A reminder that a major in Psychology is no longer available in the Bachelor of Arts. The major in Psychology is now only available in the Bachelor of Psychological Science; however Psychology is still available as a Minor or to study as part of your elective courses. For students enrolled in the Bachelor of Teaching, the Psychology minor still meets the requirements to include this discipline as one of your Teaching areas. Students who commenced a major in Psychology in 2014 or earlier by completing at least one Psychology course, are able to finish their major.

## Summer and Winter School

Various intensive courses are available in Summer and Winter School 2017. You can access a list of courses at <http://arts.adelaide.edu.au/current-students/undergrad/courses/summer/index.html>. Enrolment in summer school opens from Monday 5 December 2016. You can enrol in winter school courses when your program opens for enrolment in 2017.

## Thinking of an overseas exchange?

An overseas exchange is an integral part of your academic journey at the University of Adelaide. You should plan an exchange just as you would plan what courses you will take or what textbooks you will purchase. Various opportunities to study abroad exist, ranging from a few weeks to a full academic year.

Information about the University's overseas exchange programs and partner universities is available on the Global Learning website at [www.adelaide.edu.au/global-learning/](http://www.adelaide.edu.au/global-learning/). You can also make an appointment to discuss your exchange with the Faculty's Exchange Officer by contacting the Arts Faculty Office on T 8313 5245 or email [arts@adelaide.edu.au](mailto:arts@adelaide.edu.au).

## What is the Study Handbook?

The Study Handbook is an online reference guide that can assist you with a wide range of queries relating to your studies - [www.arts.adelaide.edu.au/current-students/handbook/](http://www.arts.adelaide.edu.au/current-students/handbook/)

Please make yourself familiar with the contents of the handbook. You can scroll down the page to see the contents listed alphabetically, or use the search bar at the top of the page if you have a particular query in mind. Please search using keywords e.g. 'cross institutional study' or 'credit transfer'.

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Please see the Study Handbook for information relating to the following topics, and more:

- Assignment Submission
- Credit Transfer
- Deferring
- Discontinuing a Program
- Internal Transfers

### Faculty's Facebook page

Keep up-to-date with the latest news and events by liking the Faculty's Facebook page at [www.facebook.com/arts.uofa](http://www.facebook.com/arts.uofa)

We also have a closed Facebook group for all Arts students

### Expecting to Graduate?

Please visit the Graduations website at [www.adelaide.edu.au/student/graduations/](http://www.adelaide.edu.au/student/graduations/) to familiarise yourself with the process. Ceremonies are held in Bonython Hall in April/May and September each year.

Toward the end of the semester in which you expect to finish your studies, please check Access Adelaide to ensure an application to graduate has been generated. This is an automated process which occurs when you have completed the minimum units required for your degree. Applications are also generated using your 'expected completion term' (in Access Adelaide) so ensure this is correct when you complete your Enrolment Checklist prior to re-enrolling.

If you were not identified as part of the automated process, you must **submit a manual application**. You should note that it is not always possible to graduate at ceremonies following winter school as results are not always released in time for graduation deadlines.

### Useful Weblinks

#### Arts pages:

Faculty website	<a href="http://www.arts.adelaide.edu.au/">www.arts.adelaide.edu.au/</a>
Study Plans	<a href="http://www.arts.adelaide.edu.au/current-students/undergrad/degrees/">www.arts.adelaide.edu.au/current-students/undergrad/degrees/</a>
Major and Minor Lists	<a href="http://www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/">www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/</a>
Closed Elective Lists	<a href="http://www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/">www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/</a>
Discipline Advisors	<a href="http://www.arts.adelaide.edu.au/current-students/undergrad/advisors/">www.arts.adelaide.edu.au/current-students/undergrad/advisors/</a>

#### University pages:

Course Planner	<a href="https://access.adelaide.edu.au/courses/search.asp?year=2015">https://access.adelaide.edu.au/courses/search.asp?year=2015</a>
Current Students	<a href="http://www.adelaide.edu.au/student/">www.adelaide.edu.au/student/</a>
Enrolment	<a href="http://www.adelaide.edu.au/enrol/">www.adelaide.edu.au/enrol/</a>
Program Rules	<a href="http://www.adelaide.edu.au/calendar/">www.adelaide.edu.au/calendar/</a>
Semester & Critical Dates	<a href="http://www.adelaide.edu.au/student/dates/">www.adelaide.edu.au/student/dates/</a>
Unified	<a href="https://unified.adelaide.edu.au/">https://unified.adelaide.edu.au/</a>
Student Policies	<a href="http://www.adelaide.edu.au/student/policies/">www.adelaide.edu.au/student/policies/</a>

### Contacting the Faculty Office Team

Get to know your Faculty Office team at [www.arts.adelaide.edu.au/about/contacts/](http://www.arts.adelaide.edu.au/about/contacts/)

#### Faculty of Arts Office

T: 8313 5245

E: [arts@adelaide.edu.au](mailto:arts@adelaide.edu.au)

Please include your student ID number with all enquiries

W: [www.arts.adelaide.edu.au](http://www.arts.adelaide.edu.au)

Ground Floor, Napier Building

Mon, Tues, Thurs, Fri 10.00am – 4.00pm;

Wed 11.00am – 5.00pm