



Faculty of Arts Enrolment Guide for New Students



Congratulations on receiving an offer to study in the Faculty of Arts at the University of Adelaide. Please read this flyer carefully for advice about how to enrol in your first year of university.

Once you have attended the enrolment session, you will be able to enrol online via Access Adelaide from the dates and times listed below.

The University Course Planner (including class timetables) is available now at <https://access.adelaide.edu.au/courses/search.asp>

2017 Enrolment Opening Times

University of Adelaide Preparatory program	9 Dec	9:30am
Bachelor of Arts	19 Jan	9.30am
Bachelor of Arts (Advanced).....	19 Jan	9.30am
Bachelor of Arts with Bachelor of Economics.....	19 Jan	9.30am
Bachelor of Arts with Bachelor of Science.....	19 Jan	9.30am
Bachelor of Arts with Bachelor of Music.....	19 Jan	9.30am
Bachelor of Teaching double degrees.....	19 Jan	11.00am
Bachelor of Criminology.....	19 Jan	12.30pm
Bachelor of Environmental Policy and Management.....	19 Jan	12.30pm
Bachelor of International Development.....	19 Jan	12.30pm
Bachelor of International Studies.....	19 Jan	12.30pm
Bachelor of International Studies with Bachelor of Arts.....	19 Jan	12.30pm
Bachelor of International Studies with Bachelor of Economics.....	19 Jan	12.30pm
Bachelor of Languages.....	19 Jan	12.30pm
Bachelor of Liberal Arts and Sciences.....	19 Jan	12.30pm
Bachelor of Media.....	19 Jan	12.30pm
Bachelor of Media with Bachelor of Arts.....	19 Jan	12.30pm
Bachelor of Media with Bachelor of International Studies.....	19 Jan	12.30pm
Bachelor of Social Sciences.....	19 Jan	12.30pm
Bachelor of Music (all).....	19 Jan	2.30pm
Diploma in Arts (new and continuing students).....	9 Dec	11:00am
Diploma in Languages (new and continuing students).....	9 Dec	11:00am

Enrolment advice session

An enrolment advice session will be held on **19 January, 9.30am - 4.30pm**. The day begins with a general welcome and demonstration of the University's online enrolment system, followed by an information session for your degree. Attendance is compulsory at these sessions.

From 12 noon, 30 minute information sessions will be held for each of the Faculty's areas of study (disciplines). This is an important opportunity to learn more about each Department and speak with academic staff.

A schedule for the day is available at www.arts.adelaide.edu.au/current-students/undergrad/new/ (see step 3).

Prior to the enrolment day

Visit the Faculty's new student's page to view steps for enrolment:
www.arts.adelaide.edu.au/current-students/undergrad/new/.

- You can access a Study Plan for your degree at www.arts.adelaide.edu.au/current-students/undergrad/degrees/.
- You can access a list of courses at www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/

The screenshot shows the Faculty of Arts website. The header includes the Faculty of Arts logo and the University of Adelaide crest. The navigation menu on the left lists various student resources, with 'New Students' highlighted. The main content area is titled 'New Undergraduate Students' and features a congratulatory message, a photo of a student, and a list of six steps for enrolment: 1. Check your offer, 2. Apply for academic credit transfer (for any prior tertiary study), 3. Get enrolment advice, 4. Choose your courses, 5. Enrol!, and 6. Prepare for uni.

How do I enrol?

Once you have attended the enrolment session and your degree has opened for enrolment as per the date and time listed on page 1, you can enrol online via Access Adelaide. Navigate to Access Adelaide through the Unified portal at <https://unified.adelaide.edu.au/group/unified/home>. The University's enrolment website has a step-by-step guide to enrolling at www.adelaide.edu.au/enrol/instructions/how/. You can be prepared by completing your enrolment checklist in Access Adelaide before your degree opens for enrolment. Assistance with your enrolment is available as follows:

Course advice (after the enrolment session)

Faculty of Arts Office
Ground Floor, Napier Building
Tel: 8313 5245,
Email: arts@adelaide.edu.au

Assistance to enrol online and enrolment errors, e.g. timetable clashes

AskADELAIDE,
In-person: Level 4, Hub Central
Tel: 8313 3833,
Email: enrol.help@adelaide.edu.au

Can I defer?

New undergraduate students may defer the start of their degree through SATAC for up to two years. If you plan to defer, it is best to do so as soon as you receive your offer.

If you enrol in University of Adelaide courses and then decide to defer, **you must:**

1. withdraw from all of your semester 1 and semester 2 courses in Access Adelaide (via Unified at <https://unified.adelaide.edu.au/group/unified/home>); *and*
2. advise SATAC via UniWeb that you wish to change your response to DEFER.

This must be done by **31 March 2017**. If you withdraw and do not defer through SATAC, you will lose your offer and will have to re-apply through SATAC in the future. If you do not withdraw from your University of Adelaide courses via Access Adelaide, **you will incur tuition fees and Fail grades** that will negatively impact your grade point average (GPA).

Timetable Planning Tool

Timetable Planner (found within Access Adelaide) allows you to choose the courses you want to enrol in and generate a selection of clash free timetables. You can refine your search by adding breaks and using the locking feature.

When you have chosen your preferred timetable, you can print the class details or email them to yourself to follow when enrolling in classes online in Access Adelaide.

NOTE: this is a planning tool only. You cannot use it to enrol in courses and generating a preferred timetable doesn't guarantee you a place in your preferred classes.

Your place is confirmed when you have enrolled successfully into each course in Access Adelaide.

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 enrol in courses that will satisfy the rules of your degree. If you enrol in a course that falls outside the rules 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. If you are unsure what you need to be enrolling in, please contact the Faculty of Arts Office.

How many courses do I enrol in?

A standard full-time study load consists of **four courses (12 units) per semester**; you can also study part-time by enrolling in up to three courses per semester.

In general, most courses offered by the Faculty are worth three units each except some Level III courses which

Launch Timetable Planner

• Click on "Timetable Planner"
• Allow pop-ups

Access Adelaide

Timetable Planner

Timetable Planner allows you to choose the courses you want to enrol in and generate a selection of clash free timetables. You can refine your search by adding breaks and using the locking feature.

When you have chosen the timetable you like, you can print the class details or email them to yourself then you can begin adding courses in Access Adelaide. Please remember to plan your timetable for ALL terms.

Note this is a Timetable Planner only. It doesn't guarantee you a place in your planned class(es). Your place is confirmed when you have enrolled successfully in Access Adelaide.

Remember, you can't enrol until:

- you have completed your Enrolment Checklist
- your Program has opened for enrolment.

Timetable Planner is available here [Timetable Planner](#)

are worth six units (equivalent to two courses). For a standard three-year degree, you will need to complete a total of 72 units to be eligible to graduate. For a standard four-year degree, you will need to complete 96 units. You must also satisfy the rules and requirements of your degree.

Courses in the Faculty of Arts are offered at the following levels:

Level I (Year 1): First year courses have a catalogue number beginning with '1', e.g. ENGL 1001. The maximum number of courses permitted in most degrees at Level I is eight (24 units).

Level II (Year 2): Second year courses have a catalogue number beginning with '2', e.g. ENGL 2045. Level II courses have a prerequisite of: "At least 12 units of Level I undergraduate study".

Level III (Year 3): Third year courses have a catalogue number beginning with '3', e.g. CHIN 3002. Level III courses have a prerequisite of "At least 6 units of Level 2 undergraduate study".

You must complete at least four courses (12 units) of Level I courses before you are eligible to study Level II courses. When choosing courses, always check the prerequisites in the University Course Planner at <https://access.adelaide.edu.au/courses/search.asp>

POLIS 2010 - Non State Actors and Transnational Politics	
Hide Course Details	
Career:	Undergraduate
Units:	3
Term:	Semester 1
Campus:	North Terrace
Contact:	Up to 3 hours per week
Available for Non-Award Study:	Check with School
Pre-Requisite:	At least 12 units of Level I undergraduate study
Assessment:	Workshop participation 10%, Research proposal 50%, Group work 15%, Exam 25%
Syllabus:	The central objective of this course is to explore the role of non state actors in shaping the institutions and processes of global politics and governance. The focus is on theoretical work and empirical studies that comprehend and analyse global processes beyond the traditional state-centred understanding of the international order. We are concerned in exploring the way in which non state actors are reconfiguring the relationship between 'private and public' that have been prevalent in international and domestic public law and institutions. Our analysis will examine the relationship between states, social movements,

Do I need to choose a major or minor?

Some degrees require that students complete a major and/or a minor. Check your [study plan](#) to see if your degree includes these requirements. If your degree requires a major and/or minor, you will need to declare your major and/or minor at the end of your first year. It is your responsibility to choose a major and/or minor and complete the necessary units by the end of your studies.

What is a major?

A major requires you to complete seven courses (24 units) in one discipline area, e.g. English or History. The requirements for each major are listed on the major lists available at: <http://arts.adelaide.edu.au/current-students/undergrad/majorsminors/>; however the simplest way to plan your major is:

- two courses (6 units) at Level I
- two course (6 units) at Level II; and
- three courses (12 units) at Level III. This includes a 6 unit capstone course.

What is a minor?

A minor requires you to complete at least six courses (18 units) in one discipline area e.g. Creative Writing or French Studies. Your minor must be in a different area to your major. The requirements for each minor are listed on the lists available at: <http://arts.adelaide.edu.au/current-students/undergrad/majorsminors/>; however the simplest way to plan your minor is:

- two courses (6 units) at Level I
- two course (6 units) at Level II; and
- two courses (6 units) at Level III. No capstone is required for the minor.

How do I choose elective courses?

In addition to any compulsory parts of your degree, e.g. core courses, majors and/or minors, you will be able to select elective courses to reach the required units for your degree. The rules of your degree will dictate whether your electives can be chosen from any faculty of the university (open electives) or must be chosen from within the Faculty of Arts (in some cases you can choose from a combination of both). As a general rule, a maximum of eight courses (24 units) can be taken from outside of the faculty. Courses taught by other faculties included in Faculty of Arts major and minor lists, are not included in this limit.

You can find a list of all Faculty of Arts courses at www.arts.adelaide.edu.au/current-students/undergrad/courses/.

Compulsory level I course: ARTS 1007 The Enquiring Mind: Freedom and Media

Most students starting a degree within the Faculty of Arts are required to complete the foundation course - [ARTS 1007 The Enquiring Mind: Freedom and Media](#). It's preferable to study this course in your first semester; however you may also enrol in ARTS 1007 in semester 2 or winter school.

If you have already completed one semester of full-time study or equivalent at the University of Adelaide, or another tertiary institution, at the time of starting your degree, you may be exempt from completing this course. Please contact the Faculty Office for advice on (08) 8313 5245, or email arts@adelaide.edu.au.

What is a timetable clash?

A timetable clash occurs when the contact hours (eg tutorial/seminar/lecture etc) for two different courses are scheduled at the same time.

When can a timetable clash be overridden?

If a clash exists between:

- two lectures, or
- a lecture and tutorial/seminar/workshop it can often be overridden

Please contact the Faculty of Arts office (8313 5245, arts@adelaide.edu.au) to discuss the specific details and to ask if the timetable clash can be overridden.

What details should I have before calling or emailing the Faculty of Arts about a time clash?

You will need to attempt to enrol in the clashing course via Access Adelaide before we can over-ride the timetable clash. Enter the class number, choose the related classes and then click 'SAVE'.

The next screen should display confirmation of the Timetable clash and also the Request ID, for example:

Status	Request ID
Timetable clash. Choose another class (Check your timetable plan). Further details provided below	0005860499
2017 Summer School Enrolment List	Change Semester

You will need to provide the Faculty office with the 10 digit Request ID for us to help you further.

Are you enrolled in more than one degree?

If you are enrolled in more than one degree, e.g. a Bachelor of Arts and a Diploma in Languages, you must ensure that you **add your courses to the correct degree** when enrolling online. This is done by selecting the correct degree from the drop-down menu when enrolling in courses using Access Adelaide. A HECS-HELP form must be completed online for all degrees before you will see this option.

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 of your courses
- If you don't enrol in any courses under a new degree, e.g. if you add a Diploma in Languages and do not enrol in any courses, the degree and offer will be revoked from your record and you will need to re-apply.

How Will I Learn?

You will find that your courses are comprised of different class types, with most courses consisting of lectures and then either a tutorial, seminar, workshop or small group discovery.

Lecture

A lecture is an oral and audio-visual presentation usually presented by the academic coordinator of a course (or a guest expert or specialist). The purpose of a lecture is to convey critical information and theories and students are expected to listen carefully and take notes. Lectures can be from 50 minutes to two hours in duration and anywhere from 20 to more than 400 students might attend. They are usually held in lecture theatres which are large rooms designed to cater for large numbers of students. Most courses have either two 50 minute lectures per week or one two-hour lecture per week. Most lectures are recorded and can be listened to later online in MyUni, however there are some that aren't such as languages. Attending lectures or viewing them online is key to succeeding at university.

Tutorial

Tutorials are small discussion groups led by a tutor or the course coordinator. Students are usually required to attend one tutorial per week for each course. Weekly assignments are often set and may involve a presentation to the group, a written exercise, or participation in group discussion. There is also usually a topic or question of the week that students will be expected to prepare for and discuss. Attendance at tutorials is often compulsory and a roll is usually taken, especially where tutorial participation forms part of the course assessment. You are expected to prepare for tutorials by undertaking all required reading, watching any set films or online videos, and considering the question/topic of the week. Tutors have a high expectation of active participation from students. Your tutor will also be your primary contact for the course.

Seminar

These are classes similar to tutorials that also give an overview of the most recent lecture. It allows for some discussion. Seminars may also be additional classes set in a lecture environment but one in which student participation is expected.

Workshop

Workshops are task oriented classes where you will practice specific skills (such as language). They are led by a tutor and are often graded.

Small Group Discovery

Small group discovery is unique to the University of Adelaide and is embedded within many courses in your degree. It allows you to work with your classmates and an academic, for example on a specialised research topic as an extension of your standard course material. Small group discovery classes require working closely with fellow students in a collaborative manner, and provide an excellent opportunity to develop skills in both research and working as a team.

Important dates

During your studies, there are critical dates for enrolment and withdrawal that you need to familiarise yourself with. These include the last day to enrol for each semester and deadlines for withdrawal as per the below table.

2017 Critical Dates		Semester 1	Semester 2
Start of semester	All lectures start this week. Some tutorials start in week 1; however many do not start until week 2. Check the information provided by the course coordinator in MyUni or in the course outline	Mon 27 February	Mon 24 July
Last day to add a course online	This is the last day that you can add courses or swap tutorial times online.	Mon 13 March	Mon 7 August
Census Date	This is the last day to delete a course from your record without having to pay for it or receive a grade	Fri 31 March	Thurs 31 August
Last day to Withdraw Not Fail (WNF)	This is the last day to withdraw from a course to receive a WNF. As you've withdrawn after the census date, you will still pay for the course; however you will receive a WNF grade which will not impact your grade point average (GPA)	Fri 5 May	Fri 15 September
Last day to Withdraw Fail (WF)	This is the last day to withdraw from a course to receive a WF. This means you will still pay for the course and you will receive a Withdraw Fail grade which will negatively impact your GPA.	Fri 9 June	Fri 27 October

Critical dates for all courses, including summer and winter school courses, are displayed in the Course Planner. 2017 semester dates are available at <http://www.adelaide.edu.au/student/dates/academic/2017/>.

Orientation week

An orientation week for new students is held one week before semester starts from Monday 20 February - Friday 24 February. This is your opportunity to get to know the campus, meet other students, experience campus culture by checking out Uni clubs and sports, and attend introductory lectures. The Faculty of Arts will be running all of its sessions and events, such as a free BBQ lunch, on **Thursday 23rd of February**. Find out more at www.adelaide.edu.au/orientation/oweeek/.

Join us on Facebook

The Faculty has two Facebook pages that we encourage you to follow:

- Faculty of Arts Facebook page: www.facebook.com/arts.uofa
Like this page to receive updates from the Faculty about enrolment, overseas exchange opportunities, job opportunities, upcoming events and much more.
- Uni Adelaide Faculty of Arts Students: www.facebook.com/groups/599277166843737/
This is a Facebook group for all students in the Faculty of Arts. It's moderated by retention staff and senior students and its purpose is to provide advice, help you meet your fellow students, and treat you to really cheesy memes throughout the semester!

 Find us on
Facebook
facebook.com/arts.uofa

Study handbook

The Study Handbook is an online reference guide that can assist you with a range of queries relating to your studies: 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'.

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

- Assignment Submission
- Credit Transfer
- Deferring
- Discontinuing a degree
- Internal Transfers
- Study Support

Useful web links

Faculty of Arts pages:

Faculty website	www.arts.adelaide.edu.au/
Study plans	www.arts.adelaide.edu.au/current-students/undergrad/degrees/
Major and minor lists	www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/
Closed elective lists	www.arts.adelaide.edu.au/current-students/undergrad/majorsminors/
Elective Courses:	www.arts.adelaide.edu.au/current-students/undergrad/courses/
Discipline advisors	www.arts.adelaide.edu.au/current-students/undergrad/advisors/

University pages:

University Course Planner	https://access.adelaide.edu.au/courses/search.asp
Current students	www.adelaide.edu.au/student/
How to Enrol	www.adelaide.edu.au/enrol/
Degree rules	www.adelaide.edu.au/calendar/
Semester & critical dates	www.adelaide.edu.au/student/dates/
Unified	https://unified.adelaide.edu.au/
Student policies	www.adelaide.edu.au/student/policies/

Who to contact for help

The Faculty Office is the first point of contact for all questions about your studies:

Faculty Office

T: 8313 5245

E: arts@adelaide.edu.au

Please include your student ID number with all email enquiries

W: www.arts.adelaide.edu.au

Ground Floor, Napier Building

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

Wed 11.00am – 5.00pm

Get to know your Faculty Office team at www.arts.adelaide.edu.au/about/contacts/

2017 Level I courses

Course Title			Semester
ABORIG	1001	Indigenous People, Country & Protocols	1
ABORIG	1002	Indigenous Scholarship & the Interplay of Knowledges	2
ANTH	1104	Culture & Society: Foundations of Anthropology	1
ANTH	1105	Anthropology of Everyday Life	2
ARTH	1001	Introduction to Art History and Visual Culture	1
ARTS	1007	The Enquiring Mind: Freedom and Media	1 & 2 & WS
ASIA	1104	Negotiating Asia: Surviving Cultural Differences	1
ASIA	1103	Asia and the World	2
CHIN	1001	Chinese IA	1
CHIN	1002	Chinese IB	2
CLAS	1003	Private Lives & Public Spectacles in Greece & Rome	2
CLAS	1004	The Ancient World through Film	1
CRIM	1001	Understanding Criminology	1
CRWR	1001	Creative Writing: The Essentials	2
DEVT	1001	Introduction to International Development	1
ENGL	1101	Introduction to English: Ideas of the Real	1
ENGL	1105	Film Studies	2
ENGL	1106	Landmarks in English Literature	2
ENGL	1110	Academic English I	SS & WS
FREN	1002	French IA: Beginners' French	1
FREN	1003	French IB: Beginners' French	2
GEND	1106/EX	Introduction to Gender Studies	1
GEND	1107/EX	Gender, Work and Society	2
GEOG	1101	Geographies of Globalisation	2
GEOG	1102	Footprints on a Fragile Planet	1
GEOG	1103	Economy, Environment and Place	2
GEOG	1104	Introduction to Geography, Environment & Population	1
GERM	1002	German IA: Beginners' German	1
GERM	1003	German IB: Beginners' German	2
HIST	1107	Indigenous Culture & History	WS
HIST	1108	Empires in World History	1
HIST	1109	Revolutions that Changed the World	2
JAPN	1001	Japanese IA	1
JAPN	1002	Japanese IB	2
LAW	1100	Introduction to Law	2
LING	1101	Foundations of Linguistics	1
LING	1102	Language and Ethnography of Communication	2
MDIA	1002	Introduction to Media*	1
MDIA	1004	Exploring TV & Radio*	2
MDIA	1007	Digital Platforms*	1
MDIA	1008	Photographic Imaging I*	2
MDIA	1009	CGI and Visual Effects/Game Art I*	2

MDIA	1010	Digital Production I*	2
MDIA	1011	Graphic Design I*	2
MUSONIC	1010	Sound & Media	2
MUSICOL	1200	Musicology Foundations	1
MUSSUPST	1001	Musicianship Fundamentals 1A	1
MUSSUPST	1002	Musicianship Fundamentals 1B	2
MUSONIC	1000	Music Technology Foundations	1 & 2
PHIL	1101	Argument and Critical Thinking	1
PHIL	1102	Mind and World	1
PHIL	1103	Morality, Society and the Individual	2
POLIS	1102	Global Politics	2
POLIS	1105	Introduction to Politics	1
POLIS	1104	Comparative Politics of Rising Powers	1
SOCI	1003/EX	Introduction to Sociology	1
SPAN	1003	Spanish IA	1
SPAN	1004	Spanish IB	2