Welcome to La Trobe University

Learning, teaching and research at La Trobe occur through the interactions of people who share common goals of increasing knowledge and applying it in the varying contexts of life. Staff and students at La Trobe University interact with many communities including other universities, business, industry and government – locally, nationally and internationally. Our researchers make a global impact through their contributions to bodies of knowledge and the applications of their discoveries. Our teachers guide students through their individual journeys of learning, sharing their expertise and facilitating discovery. We aim to produce well-rounded graduates with the theoretical and practical insights to make meaningful contributions in their chosen fields.

La Trobe University has a strong sense of commitment to the provision of tertiary education in regional Victoria. We provide opportunities for students to study in a number of academic areas at one of our six campuses across metropolitan and regional Victoria. Some students choose to move between campuses, and, where courses can accommodate it, we welcome this.

La Trobe is also very much an international University. Our strong global network provides teaching and training programs in a number of overseas locations. The University has links with a large number of international Universities and all students are also encouraged to broaden their experience by studying overseas for one or two semesters at one of our international exchange partners.

As a new student at La Trobe University there will be many things that are unfamiliar, and many questions that you will want to ask. Please do not hesitate to ask them. It is our aim to ensure that you have a memorable and rewarding experience at La Trobe University and go on to an exciting and fulfilling future.

Professor John Dewar
Vice-Chancellor
La Trobe University: then and now

La Trobe University was established and incorporated through an Act of the Victorian Parliament in December 1964. It was officially opened by the Premier of Victoria in March 1967 as Victoria’s third university, and began teaching during the first semester of that year with 552 enrolled students on its Melbourne campus.

The University now includes six campuses and accommodates more than 30,000 students including 5600 international students from more than 100 countries, and over 2500 staff.

To-date more than 140,000 alumni have graduated from La Trobe’s five faculties: Law and Management, Humanities and Social Sciences, Education, Health Sciences, and Science, Technology and Engineering.

Our campuses

La Trobe’s Melbourne campus is the University’s main campus and is located 14 kilometres from Melbourne’s city centre, in a beautiful bushland setting. The campus hosts over 21,000 students and is home to the La Trobe University Research and Development Park – Australia’s largest wholly university owned and managed technology park, the world-leading Centre for Agriculture Bioscience (AgriBio) – to be operational in 2012, the Olga Tennison Autism Research Centre – Australia’s first dedicated research centre for Autism Spectrum Disorders, and the Melbourne Wildlife Sanctuary.

The Bendigo campus is located three kilometres from Bendigo’s city centre in north-west Victoria. The campus is La Trobe’s second largest with more than 4100 local and international students and over 320 staff. It is home to key research centres including the Biotechnology Research Centre and the Bendigo Institute for Sustainable Regional Communities.

The campus was established as the Bendigo School of Mines and Industries in 1873. This became the Bendigo Institute of Technology, which then became the Bendigo College of Advanced Education when it merged with the Stawell College of Victoria in 1976. The College first affiliated with La Trobe University in 1991 and then fully integrated into the University in 1994.

La Trobe’s Albury-Wodonga campus is located on an attractive 26 hectares site in the City of Wodonga in north-east Victoria. The campus hosts almost 1000 local and international students and is home to the Murray-Darling Freshwater Research Centre and the John Richlands Initiative which leads research into rural aged care.

The Albury-Wodonga campus was originally the Wodonga Institute of Tertiary Education which amalgamated with La Trobe University in 1991.

The University’s Franklin Street campus is located on the fringe of Melbourne’s central business district, in Franklin Street. The campus offers postgraduate courses in health sciences, business, and law, and is home to numerous research centres and quality conference facilities.

The Shepparton campus is located 180 kilometres north of Melbourne in central-north Victoria. In December 2010, the University opened its new $10 million campus building which features the latest in multi-functional teaching and learning spaces and a state-of-the-art nursing laboratory.

La Trobe University: then and now
Steps to Enrolment

1. Read the contents of your Enrolment Pack
2. Complete all necessary forms
3. Attend your Enrolment Briefing Session
4. Finalise Enrolment and select subjects with a Course Adviser
5. Have your Enrolment Form and Commonwealth Assistance Form verified
6. Have your photo taken for your Student Identification Card

Congratulations! You are now enrolled!

Step-by-step guide to Enrolment

For all Enrolment questions call 1800 774 452

STEP 1
Accept your offer
To accept an offer you must enrol in the course. Instructions for doing so can be found in your Offer Letter.

If you do accept a later offer, remember to discontinue your first enrolment or you will incur a financial liability.

STEP 2
Read the contents of your Enrolment Pack and complete all of the enclosed forms

There are a number of things you should do prior to coming to La Trobe University on your Enrolment Day. These are:

• Check that the personal details on your Enrolment Form are all correct. This includes the information you provided as part of your original application. If any details are incorrect or missing, make the changes on the form.

• Read the enclosed course and subject information very carefully. If you are enrolling in a course with compulsory subjects, these subjects will already be printed on your Enrolment Form. If you are required to select subjects, Course Advisers will be available on Enrolment Day to assist you to choose your subjects. Please read enclosed course and subject information very carefully.

• Ensure that any Careers Adviser advice you have received is noted.

STEP 3
Have your Enrolment Form verified and Commonwealth Assistance Form signed

You are required by the Australian Government to read the enclosed information for Commonwealth Supported Students 2012 HECS-HELP booklet prior to signing the “Request for Commonwealth Support and HECS-HELP” form in order to receive Commonwealth support (subsidised fees). It is not possible to process your enrolment without a completed “Request for Commonwealth Support and HECS-HELP” form. Electing to pay partial or full up-front payments towards your enrolment fees will result in a partial or zero dollar debt reported to the Australian Taxation Office.

Further information can also be found at latrobe.edu.au/handbook

STEP 4
Finalise Enrolment and select subjects with a Course Adviser

You are required by the Australian Government to read the enclosed information for Commonwealth Supported Students 2012 HECS-HELP booklet prior to signing the “Request for Commonwealth Support and HECS-HELP” form (Commonwealth Assistance Form – CAF).

To enrol as a Commonwealth Supported Student you must:

• be an Australian citizen or a New Zealand citizen, or a holder of an Australian permanent visa (including an Australian permanent humanitarian visa) and you must reside in Australia for the duration of your subject(s);

• complete a “Request for Commonwealth Support and HECS-HELP” form; and

• have sufficient Student Learning Entitlement (SLE) to undertake the subjects of study within the offered course.

What is HECS-HELP?
HECS-HELP is the mechanism by which Australian citizens and holders of a permanent humanitarian visa can defer their student contribution and make the payments via the taxation system once their income has reached a pre-determined level.

For further information please refer to the Information for Commonwealth Supported Students 2012 HECS-HELP Booklet.

Do I need a Tax File Number (TFN)?
Yes. Australian citizens and holders of a permanent humanitarian visa who wish to defer payment of part or all of their student contribution amount must provide their tax file number. If you do not have a tax file number visit the Australian Taxation Office website to download an application form: www.ato.gov.au

Do I need to complete a “Request for Commonwealth Support and HECS-HELP” form if I wish to pay my fees up-front?
Yes, all Commonwealth Supported students must complete and submit a “Request for Commonwealth Support and HECS-HELP” form in order to receive Commonwealth support (subsidised fees). It is not possible to process your enrolment without a completed “Request for Commonwealth Support and HECS-HELP” form. Electing to pay partial or full up-front payments towards your enrolment fees will result in a partial or zero dollar debt reported to the Australian Taxation Office.

How can I pay my Student Contribution?
Australian citizens and holders of permanent humanitarian visas may choose one of the following methods to pay their student contribution amount:

• Pay the full student contribution amount up-front or make a partial payment ($500 or more) and receive a discount on the amount paid

• Pay the full student contribution amount up-front by the due date on their Statement of Account.

Where can I find more information?
For further details please refer to: www.goingtouni.gov.au

Single Subject Enrolments
Students who have applied for and been granted approval to enrol in a single subject (not a course) are required to pay the fees for that subject up-front by the due date on their Statement of Account.
STEP 3
Enrolment Day – where you should go and how to get there

Your Offer Letter contains information about the date, time and place to enrol at La Trobe University. Check the location of your Enrolment Venue on the appropriate campus map at the back of this Guide, the nearest car park will be identified on the map. Parking is free on Enrolment Day.

There will be guides and signs at all campuses to direct people to Enrolment Venues. Students travelling to Albury-Wodonga campus requiring assistance on Enrolment Day, please call 1800 774 452. For students enrolling at Melbourne campus and travelling by public transport, cycling or walking, please refer to www.metlinkmelbourne.com.au for information about how to get there. The Melbourne campus is in a public transport hub with 11 buses, two trains and a tram. The campus is also equipped with ample bicycle parking.

For students enroling at Mildura campus and travelling by public transport, please contact Sunraysia Bus Lines on (03) 5023 0274 for timetable details.

Shепarton campus is in close proximity to the railway station for the V-Line train from Melbourne. Buses from Bendigo, Melbourne and interstate also run to Shепarton.

Note for students with a disability

Any student with a disability, mental health issue or long-term medical condition is eligible for support. Disability Advisers are able to provide information, support, advocacy and resources to students. They will look at the impact of the disability on your study and determine the reasonable adjustments required. This could include assignment extensions, alternative examination arrangements, assistance with parking, educational support staff and a range of other adjustments. Contact the Disability Adviser on your campus for confidential information on your entitlements.

If you require assistance on Enrolment Day, please call 1800 774 452 to be connected to the appropriate Disability Adviser for your campus.

The University reserves the right to vary fees on an annual basis. Fees will not normally rise above 7% per annum. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year.

Students are not required to pay fees on the day of enrolment.

Remember to bring all of the documents in the Enrolment Pack with you on Enrolment Day.

STEP 4
Enrolment Day – what you should bring

When you come to enrol you will need to bring the following:

• This Enrolment Guide
• Enrolment Form
• Your completed ‘Request for Commonwealth Support and HECS-HELP’ form (CAF)
• Tax File Number (TFN)
• Academic Transcripts – originals or certified copies if you wish to apply for advanced standing or have been requested to do so
• Subject outlines for previously completed subjects to support your application for advanced standing
• A pen

STEP 5
Enrolment Day – what happens at the Enrolment Venue?

• Attend a briefing session
• Select subjects and/or meet with a Course Adviser
• Check the timetable for your subjects
• Complete your Enrolment Form
• A Faculty staff member will check your paperwork

You will be issued with an Acknowledgement of Enrolment letter

STEP 6
Have your photo taken for your La Trobe student ID card

You will be directed to the designated card station to have your photo taken. Melbourne, Albury-Wodonga and Bendigo students will have their card issued on the day. Mildura and Shепarton students will be able to collect their card from Student Administration during Orientation. You will need a La Trobe student ID card to access services such as the library, printing and photocopying, sitting for an examination and proving your student status off-campus.

Representatives from the Student Union will be on hand to provide you with information about Orientation Week, Academic Welcome addresses and various services on campus.

Congratulations!
You are now enrolled at La Trobe University.

What happens after Enrolment Day?

An official Statement of Account will be forwarded to your local postal address shortly after you enrol. It will identify the cost of each subject you are enrolled in, payment due dates and your census dates for the whole of 2012. Please note the first Statement of Account only will contain your La Trobe username and password which will allow you to access La Trobe student email and other information online. Retain this in a safe place for future reference.

Please take note of your payment due dates and census dates for the whole year. You will not be issued with additional hard-copy Statements of Account during 2012. You can print additional Statements of Account through StudentOnLine at any time.

Please note: Methods of payments will be indicated on the Statement of Account.

What is a census date?

Each subject has a census date. This is the date on which students become financially liable for a subject. Students withdrawing from a subject after the census date must still pay for the subject. The census date for each subject you enrol in will be shown on your Statement of Account and may also be found at latrobe.edu.au/calendar/nil-students
You cannot attend on Enrolment Day?

If you find that you cannot come to the University on the day and time specified in your Offer Letter, there are two things you can do – arrange to come at a different time or arrange for someone to enrol for you.

1. If you can attend on the day specified on your Offer Letter, but not at the designated time, phone to arrange to attend a different session. You must arrange this with a Course Adviser prior to the day of your scheduled Enrolment. Please call 1300 774 452 to be connected to the appropriate Course Adviser for your course.

OR

2. Authorise someone to attend on Enrolment Day for you. This person is known as your proxy and will need to verify the data you supplied at the time of application and the subjects you have selected. For someone to be authorised to act as your proxy, they will need to have a letter or fax signed by you stating that they have such authority. This letter should state your name, address, La Trobe Student ID number (as shown on your Enrolment Form) and include your proxy’s name and signature. A proxy authorisation form is provided on page 23 of this Guide. It is important to note that your proxy cannot sign your Request for Commonwealth support and HECS-HELP Form, unless they have legal power of attorney.

Please make sure you complete and sign that form yourself.

You don’t enrol?

If you do not enrol and do not send a proxy, or do not deliver your offer will lapse.

You want to defer your place?

In order to request a deferral, you must write to the University’s Deferral Officer by the date for accepting your offer. An application to defer form is provided on page 29 of this Guide. It will be mailed written confirmation of approval within 14 days of your request being received.

You do not need to enrol in the course if you are requesting deferral. You do not need to attend Enrolment Day or complete your Enrolment Form. All you need to do is send in a completed Deferral Application.

The Deferral Office is located on the Albury-Wodonga campus and all requests should be sent to that campus for processing. Undergraduate deferrals until Semester 1, 2013 are automatically granted.

A deferral for up to two years is generally granted for undergraduate courses. However, there are some courses that do not allow deferral for mid-year commencement because of the course structure. Some courses do not allow deferral for two year periods due to availability of professional placements. A list of courses that do not allow deferral for these periods can be found at l@trobe.edu.au/new-students/accept/defer Scholarship.

If you decide to defer your studies, any La Trobe University Scholarship that was offered in 2012 will lapse, and you will need to re-apply.

You enrol, then change your mind about studying?

If you enrol in a course at La Trobe University and subsequently decide that you do not want to study, it is important that you notify the University in writing as soon as possible.

There are two options:

Discontinuation of the course

Please address correspondence to the Student Administration Office. A letter of discontinuation is provided on page 27 of this Guide. If you have paid your student contribution fees and require a refund, you must complete an Application for Refund form available from your local campus or online at l@trobe.edu.au/students/fees/course/refunds

Postponing your studies – before the census date

If you have already enrolled, deferral is available to you up to the census date. You just complete the deferral application form and send it to the Deferral Office.

It is important to remember that if you do not formally discontinue or defer your course enrolment prior to the census date for your subjects for 2012, you will remain liable for your student contribution fees. The census date for each of your enrolled subjects is clearly indicated on your Statement of Account or for further information regarding subject census date please refer to the La Trobe University website l@trobe.edu.au/calendar/all-students

Before you make the final decision to discontinue your course enrolment, you should discuss your decision with a Course Adviser from your Faculty or staff from the Counselling and Careers Services.
The Equality and Diversity Centre offers:

- Support services to students. The role of the Centre is to promote full and equal participation of all students within La Trobe University and to foster an environment free of harassment.

- A student's email address is: username@students.latrobe.edu.au and email can be accessed via a web browser at the URL: https://owa.latrobe.edu.au (this email account must be used for all correspondence to and from the University).

- Contact Student IT Support if you are unsure of your La Trobe Computer access on campus

   - Contact Student IT Support if you are unsure of your La Trobe Computer access on campus

   - Computer account information

      - All students will receive a Statement of Account shortly after enrolling – username and password details are printed on your first Statement of Account only. Your username and password will give you access to:

         - Student Email

            A student's email address is: username@students.latrobe.edu.au and email can be accessed via a web browser at the URL: https://owa.latrobe.edu.au (this email account must be used for all correspondence to and from the University).

         - StudentOnLine

            – which enables students to check their enrolment, re-enrol, view enrolment, change postal addresses, check results and course completion, view and print an unofficial transcript, view and pay fees and access other student services. Students will be required to change their password when accessing the service for the first time.

            - https://owa.latrobe.edu.au

            - For more information about student accounts, visit: https://latex.latrobe.edu.au/studentaccount

            - To print your tutorial timetable click on Print Page

            - To see your tutorial timetable, click on View Timetable

            - Click Submit

            - If you are unsure which school your subject belongs to, check with your lecturer

            - If you are unable to log in to the OASIS system, it is available at

            - OASIS

            - Please note that not all services are available at all campuses.

   - Lecture Theatre

      - The Lecture Theatre provides a wide range of support services to students.

      - The role of the Centre is to promote full and equal participation of all students within La Trobe University and to foster an environment free of discrimination and harassment.

   - The Lecture Theatre Centre offers:

      - A support program for students with a disability, mental health illness or long-term medical condition

      - A support program for students with a refugee background

      - An ALLY network for students who are gay, lesbian, bisexual, transgender or intersex

      - A grievance conciliation service for students who believe they have experienced unlawful discrimination or harassment

For contact details and campus locations please refer to: https://latex.latrobe.edu.au/equality

Copyright guide for students

- Text-matching software (Turnitin)

   Turnitin is a text-matching software used at the University to encourage integrity in academic work and to detect possible plagiarism. Students may be advised or required to run their work through Turnitin before submitting it, to help identify possible unreferenced material.

   The referencing can then be corrected before the work is handed in. If your lecturer indicates that you will be using this system, it is available at

   - https://latex.latrobe.edu.au/text-match

   This website also has valuable links to information on academic integrity and avoiding plagiarism; or go directly to the Student Learning website at

   - https://latex.latrobe.edu.au/learning/integrity

   Learning Management System (LMS)

   The LMS is the University's online learning management system that allows you to obtain learning materials and activities related to your studies from any location with internet access. If your lecturer indicates that you will be using this system, the information is available at:

   - latrobe.edu.au/studentlmsinfo

   This link also has valuable student information including what to do if you are unable to log in to the OASIS system, it is available at


   For more information on OASIS

   - Go to the OASIS webpage: https://latex.latrobe.edu.au/oasis

   - Select the campus at which you are enrolled

   - Select Student

   - Log in using your username and password

   - Click Select Class

   - Select the appropriate School from the drop down menu

   - If you are unsure which school your subject belongs to, check with your lecturer

   - Click Submit

   - Select the appropriate subject

   - Click Submit

   - Select the tutorial time you wish to enrol in

   - Click Submit

   - You are now successfully enrolled into the tutorial for that subject

   - Click on Student and repeat the above steps for the rest of your subjects.

   - To see your tutorial timetable, click on View Timetable

   - To print your tutorial timetable click on Print Page

   - The LMS is an open source software package called Moodle. You can find out more about Moodle at: https://latex.latrobe.edu.au/learning/copyright

   - You will give you access to:

      - LMS

      - Computer account information

      - All students will receive a Statement of Account shortly after enrolling – username and password details are printed on your first Statement of Account only. Your username and password will give you access to:

         - Student Email

            A student's email address is: username@students.latrobe.edu.au and email can be accessed via a web browser at the URL: https://owa.latrobe.edu.au (this email account must be used for all correspondence to and from the University).

         - StudentOnLine

            – which enables students to check their enrolment, re-enrol, view enrolment, change postal addresses, check results and course completion, view and print an unofficial transcript, view and pay fees and access other student services. Students will be required to change their password when accessing the service for the first time.

            - https://owa.latrobe.edu.au

            - For more information about student accounts, visit: https://latex.latrobe.edu.au/studentaccount

            - To print your tutorial timetable click on Print Page

            - To see your tutorial timetable, click on View Timetable

            - Click Submit

            - If you are unsure which school your subject belongs to, check with your lecturer

            - If you are unable to log in to the OASIS system, it is available at

            - OASIS

            - Please note that not all services are available at all campuses.

   - Lecture Theatre

      - The Lecture Theatre provides a wide range of support services to students.

      - The role of the Centre is to promote full and equal participation of all students within La Trobe University and to foster an environment free of discrimination and harassment.

   - The Lecture Theatre Centre offers:

      - A support program for students with a disability, mental health illness or long-term medical condition

      - A support program for students with a refugee background

      - An ALLY network for students who are gay, lesbian, bisexual, transgender or intersex

      - A grievance conciliation service for students who believe they have experienced unlawful discrimination or harassment

For contact details and campus locations please refer to: https://latex.latrobe.edu.au/equality

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   - StudentOnLine

      The University provides an interactive website for students – StudentOnLine – which enables students to check their enrolment, re-enrol, view enrolment, change postal addresses, check results and course completion, view and print an unofficial transcript, view and pay fees and access other student services. Students will be required to change their password when accessing the service for the first time.

   - StudentOnLine

      - Contact Student IT Support if you are unsure of your La Trobe Computer access on campus

      - Note that activation of your account implies your agreement to the terms and conditions of the University Computer Regulations, Internet Code of Practice, and the Use of Information Technology at La Trobe University Indemnity, copies of which are posted in computer labs and on the web.

   - IT information sessions, which include instructions on accessing La Trobe Student Accounts, will be held during Orientation week at all campuses.

   - Information relating to the use of Electronic Mail (Email) for Official Correspondence with Students can be found at


   - Student IT Support (SITS)

      - Physically located at the Melbourne campus in the Library and Student Hub

      - Physically located at the Bendigo campus in Business 1.28

      - T (03) 9479 3694

      - T (03) 5444 7888

      - T 1300 786 535

      - E sits@latrobe.edu.au

      - latrobe.edu.au/studentlits

   - Copyright guide for students

      - Text-matching software (Turnitin)

         Turnitin is a text-matching software used at the University to encourage integrity in academic work and to detect possible plagiarism. Students may be advised or required to run their work through Turnitin before submitting it, to help identify possible unreferenced material. The referencing can then be corrected before the work is handed in. If your lecturer indicates that you will be using this system, it is available at

         - https://latex.latrobe.edu.au/text-match

         This website also has valuable links to information on academic integrity and avoiding plagiarism; or go directly to the Student Learning website at

         - https://latex.latrobe.edu.au/learning/integrity

         Learning Management System (LMS)

         The LMS is the University's online learning management system that allows you to obtain learning materials and activities related to your studies from any location with internet access. If your lecturer indicates that you will be using this system, the information is available at:

         - latrobe.edu.au/studentlmsinfo

         This link also has valuable student information including what to do if you are unable to log in to the OASIS system, it is available at


         For more information on OASIS

         - Go to the OASIS webpage: https://latex.latrobe.edu.au/oasis

         - Select the campus at which you are enrolled

         - Select Student

         - Log in using your username and password

         - Click Select Class

         - Select the appropriate School from the drop down menu

         - If you are unsure which school your subject belongs to, check with your lecturer

         - Click Submit

         - Select the appropriate subject

         - Click Submit

         - Select the tutorial time you wish to enrol in

         - Click Submit

         - You are now successfully enrolled into the tutorial for that subject

         - Click on Student and repeat the above steps for the rest of your subjects.

         - To see your tutorial timetable, click on View Timetable

         - To print your tutorial timetable click on Print Page

   - La Trobe Student Union (LTSU)

     Please note that not all services are available at all campuses. The LTSU is responsible for operating a wide array of services for students, as well as providing a range of discounts and special offers through the new Student Union Membership Program. These services include:

     - Clubs and Societies

     - Second-Hand Bookshop

     - Academic Advocacy

     - Trips and Retreats

     - Academic Seminars

     - Rabelais

     - Student Lounge

     - Student Representative Network

     - PENSIO – Part-time, Evening, Mature-age Student Organisation

     - Newspaper subscriptions

     (The Age, The Herald Sun, The Australian)
The LMS membership program will give students the following benefits:

- Discounted Sports Centre membership
- Car parking discount
- Discounted movie tickets
- Spot prizes
- Food and beverage discounts around campus and off campus
- Childcare
- Free access to Legal Advice
- Discounted membership of clubs and societies
- 15% discount at Image La Trobe
- Lots of other discounts and benefits

Student Associations operate on each regional campus and provide a mixture of social activities, advocacy and discounts. These Student Associations include:

- Bendigo Student Association
- Wodonga Student Association
  www.wsawodonga.com.au
- Mildura Student Association
  latrobe.edu.au/students/mildura/facilities.html
- Shepparton Student Association
  www.sssshepparton.com.au

The Academic Integrity Module (AIM)
La Trobe staff are committed to ensuring you have the information, skills and tools required to succeed in your studies. For example, to succeed at La Trobe, you will need to know and understand what this University means by the terms academic integrity, academic misconduct, plagiarism, and cheating. This will include learning and demonstrating skill in citing and referencing sources.

Even if you have studied at tertiary level before, you will need to understand La Trobe’s expectations and policies – and your responsibilities as a member of this academic community. As a commencing undergraduate student, you will be enrolled in the AIM subject appropriate for your course. You will access the AIM material via the Learning Management System (LMS).

AIM will guide you through your responsibilities: provide examples of academic misconduct; and show you where to find useful information and examples of referencing styles specific to your course. AIM also requires you to complete two assessments – the ‘Final Quiz’ and the ‘Statement of Student Responsibility’ to evaluate how well you understand the topic. Your result for the AIM subject will be recorded on your academic transcript. AIM will take about one hour to complete depending on your level of knowledge. As soon as you receive your username and password on your initial Statement of Account you can log into the LMS and complete the AIM subject, you do not need to wait until the start of semester. The LMS can be accessed at


Further information about the AIM subject is available at

latrobe.edu.au/learning/integrity.html

Privacy
La Trobe University is committed to ensuring the privacy of its students is maintained in accordance with relevant privacy laws. University policies regarding the management of personal and health information demonstrate our commitment to the privacy of students’ personal information, and reinforces the University’s long standing commitment to hold confidential all personal information about students and to release it outside the University only with the consent and knowledge of the student, or when legally required to do so.

When La Trobe University collects, uses and discloses personal information about you, it will only do so in accordance with the requirements of relevant privacy laws. For more information about student information and privacy please refer to the University Handbook, or visit

latrobe.edu.au/privacy

Purchasing text books
You may wish to do some preliminary reading before your course starts. Before you purchase any textbooks, please refer to the advice enclosed from your Faculty. You may be given reading lists for your subjects on Enrolment Day, but it is more likely that your lectures will provide you with comprehensive reading lists in your first week of classes. Remember, you may be able to access your reading material from the University Library.

Working With Children Check and Police Checks
The University has a policy and associated guidelines on practices to be followed by faculties and academic administration which ensure that all students who are involved in child-related work as part of their course of study comply with the Working with Children Act 2006. The Act affects students who undertake practical training in clinical or professional placements for example, a student nurse or student teacher). Students undertaking duties as Residential Assistants may also be required to obtain a WWC Check. The Department of Justice does not impose a charge for student volunteers applying for a WWC Check; however, if a student is undertaking child-related work as a paid employee, a charge will apply. The fee is published on the Department of Justice Working with Children website and is increased annually in July.

Full information on the Working with Children Act 2006 is available at the Victorian Department of Justice website at www.justice.vic.gov.au/wps/wcm/connect/WorkingWithChildren

The Working with Children Policy and the Students Working with Children Guidelines can be accessed at the La Trobe University policies website at

latrobe.edu.au/policy

Each faculty conducting courses which have a component of child-related work must include statements of the working with children requirements in faculty and course publications. In those courses where students undertake clinical and professional placements, they will be required to obtain a police security clearance check. As the check is valid for 12 months only, students are expected to obtain a new check in each year that a professional placement is required as part of their course.

Orientation – finding your way as a new student
Starting out at University is an exciting and challenging time. La Trobe University recognises this and has a comprehensive range of orientation and transition activities to give you a successful start to your studies.

As well as activities on your campus, the week prior to the beginning of semester, you will have the opportunity to prepare for uni by checking out ourReady4Uni website

latrobe.edu.au/new-students/read4uni

Here you will be able to find out about the exciting opportunities available to you and how to make the most of your first few weeks at uni.

All first-year students will be assigned a mentor to guide and support you through transition to uni.

Orientation is an essential part of your transition to uni. Through the Ready4Uni website, you will also be able to personalise your Orientation timetable.

New Student Checklist
Before Orientation
- I have enrolled successfully in all my subjects for the year
- I have my Student ID card
- I have completed all the requirements for my fees and charges
- I have received my ‘Statement of Account’ after enrolment
- I have logged on to StudentOnline to view my academic and personal information, and I have made changes as necessary
- I have organised my car parking or know exactly which bus/ train/ tram I’m taking to uni
- I have my La Trobe Student Diary
- I have checked my student email account for messages
- I have checked out the Ready4Uni website and completed a few online activities
- I have registered for my orientation sessions
- I know who my La Trobe Connect Mentor is or where to meet someone on my first day of Orientation

During Orientation
- I have completed my AIM subject
- I have met my Connect Mentor
- I have made contact with two other people in my course
- I have viewed my personalised timetable to check for changes
- I know where the Student Hub/Student Administration Office on my campus is located
- I know where my Faculty office is located
- I know what books I need and have visited the Library
- I have been allocated to my tutorials, pracs and labs
- I have the subject outlines for my subjects
- I have checked my student email account for messages
- I have signed up for a Library induction session or have taken a tour
- I have been on a library tour and/or know how to use the library for lending, research etc.
- I know where to go for help with language and academic skills
- I know where the Student Union or Student Association is located on my campus
- I know what activities and events are available on my campus
- I know what opportunities are available to me via the Careers and Employment department
- I know where the counselling service is located
- I check my email each week

For an electronic version of this checklist, including links to further information, please visit

latrobe.edu.au/new-students/read4uni

Student Enrichment
Wanting more out of your University in 2012?
Leadership, mentoring and volunteering programs are available to challenge and inspire you.

For further information go to

latrobe.edu.au/student-enrichment/programs
Class timetable for 2012

Timetable information, including a presentation of how to determine your class timetable, can be found at the website latrobe.edu.au/timetable.

Begin your search by specifying a campus, then use one of the following selections:

- Department
- Complete subject code, e.g. FIN2FIN
- Subject code's prefix, e.g. FIN for all Finance subjects or FIN2 for all second-year level Finance subjects

Remember that results are already filtered by selected campus location.

Note that lectures of one hour duration run for 50 minutes which is the instruction time.

Classes commence five minutes past the hour and conclude five minutes before the hour to allow time to ‘pass to class.’

For subjects that have classes scheduled for less than a full semester or full year, specific dates are listed in the Teaching Dates column.

A list of Frequently Asked Questions, all abbreviations and campus maps can be found at the website latrobe.edu.au/timetable.

Timetable information available at enrolment is subject to change until the start of the semester. Check your timetable at least two weeks prior to the start of each semester to identify any changes.

Subject grid

Please transfer your selected subjects from your Enrolment Form and keep this grid as a reference to assist you.

<table>
<thead>
<tr>
<th>SUBJECT CODE</th>
<th>SUBJECT TITLE</th>
<th>PERIOD</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>CR POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>Semester 2</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

This grid will assist when you:

- Visit the bookshop
- Use the library
- View the timetable and select lecture and tutorial times
- View the handbook online
- Verify your course structure
- Confirm the subjects printed on your Statement of Account
Students are required to be available for the entire duration of the semester, including all class activities such as lectures, tutorials, labs, workshops, etc. Students are required to be available for all formal examination periods, including supplementary and special examinations. Students should note that they may be required by Faculties to undertake examinations that are not conducted within the formal examination period.

### Important dates for 2012

<table>
<thead>
<tr>
<th>STANDARD SEMESTER OR TERM</th>
<th>COMMENCING</th>
<th>ENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>27 February</td>
<td>1 June</td>
</tr>
<tr>
<td>Orientation Week</td>
<td>20 February</td>
<td>24 February</td>
</tr>
<tr>
<td>Mid-Semester 1 Vacation (including Easter)</td>
<td>6 April</td>
<td>15 April</td>
</tr>
<tr>
<td>Study Break</td>
<td>4 June</td>
<td>7 June</td>
</tr>
<tr>
<td>Examinations</td>
<td>8 June</td>
<td>28 June</td>
</tr>
<tr>
<td>Mid-Semester 2 Vacation</td>
<td>29 June</td>
<td>22 July</td>
</tr>
<tr>
<td>Semester 2</td>
<td>23 July</td>
<td>26 October</td>
</tr>
<tr>
<td>Orientation</td>
<td>16 July</td>
<td>28 July</td>
</tr>
<tr>
<td>Mid-Semester 2 Vacation</td>
<td>24 September</td>
<td>30 September</td>
</tr>
<tr>
<td>Study Break</td>
<td>29 October</td>
<td>1 November</td>
</tr>
<tr>
<td>Examinations</td>
<td>2 November</td>
<td>22 November</td>
</tr>
</tbody>
</table>

#### 2012 non-standard teaching periods

The University also delivers a number of non-standard teaching periods through third-party providers or to meet special course requirements. The University publishes a comprehensive list of all teaching periods and associated subject census dates on its website at [latrobe.edu.au/calendar/all-students](http://latrobe.edu.au/calendar/all-students).

Non-standard teaching periods appear in the form WXXX, for example W0622. These indicate the whole weeks of the teaching period, from the first Monday to the last Sunday. For example: W0622 has a teaching period that begins on the first day of the sixth whole week in 2012 (Monday 30 January) and finishes on the last day of the 22nd whole week in 2012 (Sunday 27 May).

#### Public Holidays 2012

The University will close for the Christmas/New Year break at 5:00pm on 22 December 2011 and will re-open on 3 January 2012.

The University is also closed on:

- **DATE (2012)** | **PUBLIC HOLIDAY** |
- 7 January | Australia Day |
- 11 April to 17 April | Easter |
- 25 April | ANZAC Day |
- 11 June | Queen's Birthday |

The University remains open on Labour Day (12 March 2012) and Melbourne Cup Day (6 November 2012).
Albury-Wodonga campus map

Access mobility maps at latrobe.edu.au/io/parking/maps

Bendigo campus map

Melway reference: Page 609 Ref E3
Access mobility maps at latrobe.edu.au/io/parking/maps

Enrolment Centre (Student Union Building)

1 David Mann Library
2 Student Association/Gym
3/3a Teaching Buildings
4 Admin Building, Computer Labs & Support Services
5 Cafe/Bookshop
6a Health Sciences Building
6b Main Lecture Theatre
7 Field Store
8 Science Labs & Murray- Darling Freshwater Research Centre
9 Student Residences
10 Child Care Centre
11 Soccer Pavilion

For more information • latrobe.edu.au/new-students

For more information • latrobe.edu.au/new-students
Melbourne campus map

Melway reference: Page 19 Ref J8
Access mobility maps at latrobe.edu.au/io/parking/maps

Mildura campus map

Melway reference: Page 614 Ref B5

Shepparton campus map

Melway reference: Page 621 Ref J7
Proxy Authorisation

Student Declaration

All sections of this declaration must be completed if you are unable to attend your enrolment session and wish to assign a proxy to act on your behalf. Please ensure that your proxy brings this form with them to enrolment.

Please note your proxy cannot sign a ‘Request for Commonwealth support and HECS-HELP’ form or a ‘Request for FEE-HELP assistance’ form on your behalf, unless they have legal power of attorney. If you are enrolling in a Commonwealth supported place please ensure you complete and sign your ‘Request for Commonwealth support and HECS-HELP’ form beforehand and give it to your proxy to bring to enrolment.

Personal details

Student Name: ____________________________
Title: [ ] Mr  [ ] Mrs  [ ] Ms  [ ] Miss  [ ] Dr
Postal Address: _______________________________________________________
Postcode: ______  Country: (if not Australia) ___________________________
Email: ____________________
Home Ph.: ____________________  Mobile Ph.: ____________________  Work Ph.: ____________________
D.O.B.: ______/_____/______

Proxy authorisation

I authorise ____________________________ (full name of proxy)
of _______________________________________________________
(address of proxy)
to act on my behalf in all matters that are related to my La Trobe University enrolment.

[signature of student]  Date: ______/_____/______
[signature of proxy]  Date: ______/_____/______

Student declaration

I declare that the information provided in regard to my enrolment is true and complete in every particular. I recognise that it is my responsibility to provide all necessary documentation where instructed. I acknowledge that by completing and submitting this form I am authorising La Trobe to discuss any matters in relation to my La Trobe enrolment with the assigned proxy. I confirm that the details provided on this form are true and complete in every particular.

[signature of student]  Date: ______/_____/______

[Name]
[Student Number]

[La Trobe University]
[Enrolment Guide 2012]
[Undergraduate]
For more information latrobe.edu.au/new-students

[Image -1x-1 to 596x843]
Application to Defer 2012

Please fill in all details below if you wish to defer your offered place at La Trobe University.

You may email defer@latrobe.edu.au with the information detailed on this form.

La Trobe University will respond to your application for Deferral via written notification within 20 days of the receipt of the application form.

To Whom It May Concern,

I have been offered a place at La Trobe University for 2012.

At this time, I would like to defer my place and commence my studies in: Year ________, Semester ________.

Student Number: (your ID number is on the top left hand corner of your Enrolment Form)

Student Name: ____________________________

Course Title: ____________________________

Course Code: ____________________________

Campus: ____________________________

Postal Address: ____________________________

Postcode: ____________________________

Telephone: ____________________________

Email: ____________________________

Reason for deferral:

☐ Working to qualify for independent status for Centrelink benefits

☐ Defence force Gap year

☐ Overseas Gap year

☐ Need a break from Study

☐ Pursuing other educational opportunities

☐ Financial

☐ Other – Please provide details: ____________________________________________________________

(Please note this information is for statistical purposes only and will not be considered in approving your request.)

Yours sincerely,

______________________________________________

(signature)

Date: _____/_____/_____

Please send your completed letter to the Deferral Officer (located on the Albury-Wodonga campus).

Deferral Officer

Student Administration

La Trobe University

PO Box 821 Wodonga VIC 3689

Fax: (02) 6024 9797

Email: Completed applications may be scanned and emailed to defer@latrobe.edu.au
Please fill in all details below if you wish to discontinue from a course of study.

Please note that if the University does not receive formal notification of your discontinuation by your first census date you will remain financially liable for those subjects. The census date for each subject you are enrolled in is indicated on your Statement of Account and may also be found at latrobe.edu.au/calendar/all-students/census-dates

**Personal details**

- **Student Name:**
- **Student Number:**
- **Postal Address:**
- **Postcode:**
- **Telephone:**

**Authorisation**

To the Student Administration Office,

I have enrolled in the: ____________________________ (Course Title)

at the: ____________________________ campus for 2012

I have decided to **discontinue my enrolment** in this course.

Yours sincerely,

__________________________

(Date)

(signature)

**Return address**

Please send this letter to the campus where you are enrolled:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne</td>
<td>Student Administration La Trobe University VIC 3086</td>
</tr>
<tr>
<td>Bendigo</td>
<td>Student Administration La Trobe University PO Box 199 Bendigo VIC 3552</td>
</tr>
<tr>
<td>Albury-Wodonga</td>
<td>Student Administration La Trobe University PO Box 621 Wodonga VIC 3689</td>
</tr>
<tr>
<td>Mildura</td>
<td>Student Administration La Trobe University PO Box 4095 Mildura VIC 3502</td>
</tr>
<tr>
<td>Shepparton</td>
<td>Student Administration La Trobe University PO Box 6044 Shepparton VIC 3632</td>
</tr>
</tbody>
</table>
La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS Provider 00115M.

Disclaimer The information contained in this publication is indicative only and is designed as an aid to students contemplating enrolment at La Trobe University. While every effort is made to provide accurate information, La Trobe University does not give any warranties in relation to the accuracy and completeness of the contents. The University does not accept responsibility for any loss or damage occasioned by use of the information contained in this publication. Some courses incorporate one or more supervised or clinical placements in an external organisation (e.g. a hospital or school) as a compulsory course component. Some external organisations impose requirements (e.g. Police security checks, Working With Children checks) on students undertaking placements. The University accepts no responsibility if a student is unable to undertake or complete a placement due to the student's inability to meet the requirements of the external organisation. The University also reserves the right to discontinue or vary arrangements, courses, subjects and admission requirements at any time without notice and at its discretion. While the University will try to avoid or minimise any inconvenience, changes may also be made to courses, subjects and dates after enrolment. The University may also set limits on the number of students in a course or subject. For course information updates, please visit latrobe.edu.au/international or latrobe.edu.au/coursefinder. Course and subject information is available in the University Handbook, see latrobe.edu.au/handbook.

The ESOS Act
Education Services For Overseas Students (ESOS) Australia provides the world's most rigorous protection for international students through the Education Services for Overseas Students (ESOS) Act 2000. The ESOS Act requires these institutions providing education to international students to meet nationally consistent standards of education delivery, facilities and services. The Australian Government publication The ESOS framework - providing quality education and protecting your rights provides a useful summary of the ESOS framework for students and staff. Please visit aei.gov.au/AEI/ESOS/Default.htm.