

Below is some important information that you need to know about the **Bachelor of Business** course and commencing study at the University of Tasmania. If you have any questions that are not covered below please contact us on the numbers, or by email, below.

Acceptance & Enrolment

If you have an offer of a place at the University of Tasmania you will need to accept it. Acceptances sessions will be held to assist you with understanding the steps you need to follow in managing your enrolment and progressing towards commencement of study. You can accept your place online immediately and/or you can book into an [Acceptance Session](#).

The Acceptance Sessions are designed to provide you with more information about understanding and accepting your offer and the steps you need to take before commencing study. You will also have the opportunity to enrol in preparatory programs or pre-requisite units which have been indicated in your offer letter.

Enrolment - Compulsory Units

As a full-time, year 1, Bachelor of Business student you will need to be enrolled in **8 compulsory units**; 4 in each semester, as follows:

Year 1				
Semester 1	Weight	Location	Attendance	
BEA110 Economics for Business	12.5%	H L W	A	
KXI101 Business Information Systems	12.5%	H L W	A	
BFA103 Accounting & Financial Decision Making	12.5%	H L W	A	
BMA101 Introduction to Management	12.5%	H L W	A	
Semester 2	Weight	Location	Attendance	
BFA141 Commercial Transactions	12.5%	H L W	A	
BEA140 Quantitative Methods	12.5%	H L W	A	
1 Core elective (see page 5 of BBus Course Planner)	12.5%		A	
1 Core elective	12.5%		A	

If you plan on being a part time student, if you have been granted or if you have applied for credit from prior studies, please contact the Faculty Office of the Faculty of Business for advice.

This link to the [Course Planner](#) provides information regarding the course structure and schedules, including a list of core electives. It can also be accessed via the Business [Current Students](#) webpage at <http://www.utas.edu.au/business/faculty/CurrentStudents/Index.html>

Orientation Day

It is **compulsory** for **Year 1 Bachelor of Business** students to attend the orientation and briefing session, organised by the Faculty of Business. Details will be provided closer to the start of semester and will be posted on the Faculty of Business web page:

<http://www.utas.edu.au/business>

Email

When you accept your offer, you will be provided with a student log on and password.

The Faculty of Business uses this email address as its primary form of communication - so it is very important that you check your email regularly. Your email can be accessed via the internet, and you can arrange for your messages to be forwarded to any other email address you nominate by contacting the University's IT Resources section on 6226 1818. There is no excuse for missing out on information because you haven't checked your email.

Note: any changes to your enrolment will be notified by email. It is your responsibility to check that your enrolment is correct. You can check and amend your enrolment details via the e-Student Centre at: <http://www.utas.edu.au/students/index.html>

Timetable

You will receive information about your timetable on Orientation Day.

There will be no tutorials in Week 1. You will be required to sign up for a tutorial on MyLO (My Learning Online) after the first lecture.

Timetable information can also be found on the UTAS Current Students web page at: <http://student.admin.utas.edu.au/coursesenrolment/timetable/LectureTimetable.asp>

Please note, however, that the timetable is subject to change until commencement of classes on **Monday 23 February 2009.**

Course Planner Booklet

The Faculty of Business prepares a Course Planner Booklet, which will be provided to you on Orientation Day.

An electronic copy is available at:

http://www.utas.edu.au/business/faculty/documents/UG%20Course%20Planners%202009/BBus_Course_Planner_2009.pdf