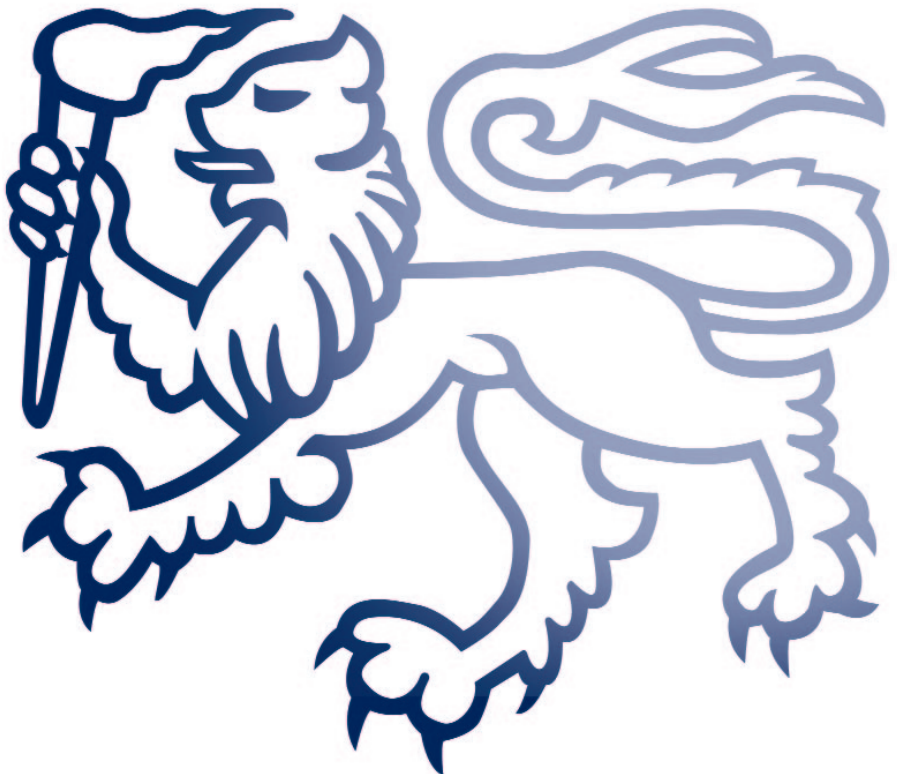


New Students in the Faculty of Business



WHAT YOU NEED TO KNOW

FACULTY OFFICE CONTACTS



DR LUCY MILLS is the Postgraduate Faculty Officer, and deals with administrative aspects of postgraduate coursework degrees for the Faculty.

Consult Lucy about admission, enrolment advice and approvals, credit for previous study, cross-institutional study and graduation. See Lucy if you are not sure who you need to see: she will advise you.

In person: Room 318c in the Commerce Building.
(For consultation times, go to www.utas.edu.au/business, select Current Students, and click on Student Consultation Times. You can come at other times.)

Email: Lucy.Mills@utas.edu.au

Phone: 03 6226 2009

The **COURSE COORDINATORS** oversee teaching and learning in the postgraduate courses. They make decisions about academic matters relating to the course, including advising Lucy.



DR ROB HECKER is the course coordinator for the MBA, MIB, MMrkt and MBus, and related courses.

In person: Room 307
(there is an appointment sheet on Rob's door)

Email: Rob.Hecker@utas.edu.au

Phone: 03 6226 1774



MRS SONIA SHIMELD is the course coordinator for the MPA and MPAS.

In person: Room 430 (phone or email for an appointment)

Email: Sonia.Shimeld@utas.edu.au

Phone: 03 6226 7586

FACULTY OFFICE CONTACTS



DR MARIAN MAY is Postgraduate Academic Adviser for postgraduate coursework and research students in the Faculty of Business.

You may consult Marian about any academic issue to do with your postgraduate course work units (e.g. assessment, academic writing and presentations, referencing, finding resources, examinations).

In person Room 320b in the Commerce Building. (Office hours are 9am–5pm, Mon-days – Thursdays, and there is an appointment sheet on the door.)

In person: Room 320b in the Commerce Building.
(Office hours are 9am–5pm, Mon-days – Thursdays, and there is an appointment sheet on the door.)

Email: Marian.May@utas.edu.au

Phone: 03 6226 1939

Please leave your name and contact details if you cannot get in touch with Marian

About appointments with Marian

You can ask Marian for advice on writing, English language and structure of your work so that you can make improvements to your writing or presentations.

In person

- Appointments are generally 30 minutes each. If your work requires a longer discussion, you may make an appointment for 60 minutes, as long as there is space in the schedule.
- If you wish to discuss or review your written work, you will need to print a copy before your consultation. You will also need your lecturer's written instructions about the assessment.
- Before your appointment, identify the issues you wish to discuss with Marian

Phone or email

- Students not in Hobart can consult Marian by phone or email.
- For a phone consultation, please make an appointment.
- Please email your work to Marian in advance, and also a copy of your lecturer's instructions.
- Before your appointment, identify the issues you wish to discuss with Marian.

FREQUENTLY ASKED QUESTIONS

How do I get my class timetable?

Go to www.utas.edu.au/students/ and select Class Timetable. Pick the 'New Timetable' format. Either type in the unit codes separated by a comma, or your student number after you are enrolled. Select campus, semester and lecture only. Click 'View Details' and print the timetable. Select 'All Classes' to list tutorials also.

How do I get my ID card?

ID cards are available from the Student Centre in Hobart or Launceston and from Cradle Coast campus. You will need your enrolment confirmation and photo ID. Distance students should send a passport-sized photo to the Student Centre, Private Bag 45, Hobart, TAS 7001, and include a certified copy of photo ID.

How do I get my email address and computer password?

Your email address and initial password are sent out with your Enrolment Confirmation. To use webmail, go to <http://webmail.utas.edu.au/>. For computer access, use the part of your email address before the @, and your email password. If you have any problems, call 6226 1818.

Do I have to use my Uni email account?

It is essential that you check your university email account at least weekly, as the university sends a lot of important information this way. If you have a work or personal account that you prefer to use, you should forward your university email to your other account. You can do this through webmail.

How do I check my enrolment?

You can check your enrolment by going to www.utas.edu.au/students/ and click 'eStudentCentre' then 'Vary Enrolment'. You can also use this to change your units.

How do I check my credit?

If you have applied for credit for previous study, you should check your academic record. Go to www.utas.edu.au/students/: click 'eStudentCentre', then 'Academic Record'. Once your credit has been processed, it appears as a comment on your record: contact the Faculty if you have any queries.

How do I pay my Fees?

You will be sent a Fees Invoice after your enrolment has been processed each semester. This contains instructions about how to pay. If you are a domestic student and have submitted a Commonwealth Assistance Form (CAF), you have the option of paying some or all of your fees, but you do not have to pay anything. If you don't submit a CAF, and don't pay the full fees, you will be withdrawn.

FREQUENTLY ASKED QUESTIONS

When do I choose my tutorial (tute)?

Tutorials are small-group learning sessions. They start in Week 2 of semester. In your first lecture, you will be asked to sign up for a tutorial. You may be asked to sign up through MyLO.

What is MyLO?

MyLO is 'My Learning Online', and used to be called WebCT. Students can find unit outlines, details of assessment and messages from lecturers. Class notes, sample assignments, handouts from lectures and readings are often put there. To log in, go to www.utas.edu.au/students/, and click the MyLO box. Online training should appear in your list of courses: otherwise contact mylo@utas.edu.au

Can I use the computer lab after hours?

Hobart: purchase a swipe card from the Contact Centre in the Union Building (\$25 with a \$10 refund on return), fill in an Access Card Activation Form (see Forms under Current Students at www.utas.edu.business), and lodge it with the School of Management. Launceston: fill in the form, take it to the cashier to pay for your card, then collect the card from Security. Cradle Coast: please ask at the service desk.

How do I photocopy or print from a computer in the library or computer labs?

You need to put credit into your CAPS account. To find out how to do this, go to www.utas.edu.au/library/, and click on Photocopying and Printing, under Services.

Is there some way I can find other people to study with and discuss assignments?

Visit the 'Current Student' page on the Business homepage. You will see an icon with the name 'Find Study Partners'. Register the times you are available and the units you would like to study. Then search the database to find people who are available at the same time as you and who want to study the same units.

I have a medical problem that may affect my studies. Is there help with this?

If you have a disability, a learning disorder, a mental health issue, are on medication that affects your studies, or have had an accident, then you should get in touch with Student Services. The Disability Adviser can organise appropriate arrangements and support.

What do I do in an emergency?

For Police, Fire Brigade or Ambulance: dial **000**. However, if you are using a university phone, you must dial **0000**. After calling emergency services, you must call University Security. Hobart: **03 6226 7600**; Launceston and Burnie: **03 6324 3336** (last 4 digits only from an internal phone). If it is not urgent, call Security on **03 6226 2046** (Hobart) or **03 6324 3444** (Launceston and Burnie).

WHO DOES WHAT IN THE UNIVERSITY?

Student Centre (Student Administration)

The Student Centre deals with central processing for University-wide administration. They issue ID cards, and some course counselling is also available. The Student Centre website includes the class timetable, exam timetable, result and faculty records, enrolment variations, enrolment statements and fees invoices. It also includes links to the Graduation and Student Services pages, and is your access point for webmail and MyLO. Go to www.utas.edu.au and select Current Students.

Student Services

Student Services provides a variety of support services, including counselling and career advice. They can assist students with special needs (including students with disabilities and humanitarian visa holders) with special exam and assessment arrangements, and assist them in dealing with the University. Go to www.studentservices.utas.edu.au.

International Services

International Services administer admission requirements for international students, and ensure that international students are meeting the requirements of their student visas. The International Student Advisers provide support and advice on general issues affecting study, and support with university processes. They can assist you with adjustment to Australian life. 'English Assistance' provides academic assistance. International Services also deals with the study abroad and exchange programmes (available after first year). www.international.utas.edu.au

Student Unions

The Tasmania University Union (TUU) represent students in university government. They provide all food and shop facilities on the campuses, run the student media, and assist various clubs and societies. They can assist with accommodation, employment and financial advice, and provide support for students involved in disputes with the university. Launceston and Cradle Coast: www.studassoc.utas.edu.au/. Hobart and other campuses: <http://www.tuu.com.au/>.

University Library

There are a number of branches of the University Library, including central libraries for each campus. Library services include electronic journals, reading lists and copies of past exam papers. The Library Service Desk also deals with IT issues. Tours and workshops are run in Orientation Week and at the beginning of semester, and there are also online tutorials you can take. Go to <http://www.utas.edu.au/library/>

WHAT YOU NEED TO DO TO GET STARTED

Things to do by the end of week one

You need to get

- ID card
- E-mail address and initial password
- After-hours Business computer lab access
- Lecture timetable
- Unit outlines for all of your units
- Textbooks, course readers or CDs for your units

You then need to

- Put money in your CAPS account for photocopying and printing
- Get familiar with MyLO
- Do a tour of the Library, or online training
- Check your academic record to see if your enrolment is correct and if any credit for previous studies you have applied for has been granted

You may like to

- Enter the emergency number for UTAS Security into your mobile
- Forward your university webmail address to your private email
- Find a Study Partner or form a Study Group
- Visit the Business Faculty and School offices
- Locate the assignment submission boxes for each School
- Make an appointment with the Disability Adviser
- Join the Tasmanian University Business Society (TUBS)
- Join the International Student Society
- Join another club or society

Not sure how to do these things?

There is more information opposite and on the [FAQ page](#)

QUICK LINKS

Useful Contact Details for New Students

www.utas.edu.au/business

Enrolment Guides and Course planners
Faculty policies
Faculty forms
Student consultation hours

www.utas.edu.au/eStudentCentre

Class timetable
Enrolment statements, Fee invoices
Course and Unit database
Webmail
Academic record
Enrolment Variation
University Forms
MyLO

www.utas.edu.au/library

Catalogues, journals, databases
IT Assistance

Faculty of Business

Administration – 03 6226 2009
Lucy.Mills@business.utas.edu.au

Academic Support – 03 6226 1939
Marian.May@business.utas.edu.au

Student Centre

Student Centre – 1300 361 928
Student.Centre@utas.edu.au

Student Services

Hobart – 03 6226 2697
Launceston – 03 6324 3787
Cradle Coast – 03 6430 4949
Student.Services@utas.edu.au