

Frequently Asked Questions

What if I am unable to attend the enrolment day allocated for my degree?

If you are unable to attend on your allocated day, please contact the Student Information Office on (02) 9351 3076

In how many semesters should I enrol?

All students must enrol in semesters 1 and 2. Please note that a standard full-time workload is four standard units of study (24 credit points) per semester. If you are an International student you must enrol in 24 credit points per semester.

How do I decide which units of study to enrol in?

Detailed information concerning all units of study, majors and courses offered by the Business School is available at http://sydney.edu.au/handbooks/business_school/. Course advisors will also be available on your enrolment day.

What if I change my mind about the units in which I have enrolled?

All students are able to vary their enrolment via the MyUni website: <http://myuni.usyd.edu.au/>

Important dates to remember for Semester 1, 2012:

- Last day to add a standard unit: Friday, 16 March
- Last day to withdraw from a standard unit: Saturday, 31 March

Where and when can I obtain the outlines for the units of study that I will be taking in Semester 1, 2012?

Your lecturers will provide unit of study outlines in the first week of semester.

How and when can I find out what the required textbooks and readings are for my units of study, and where can I purchase them?

Information about the required texts will be provided in your unit of study outline. You can purchase your textbooks from the University Co-op Bookshop on campus.

The University Co-op Bookshop web site (<http://www.coop-bookshop.com.au/bookshop>) contains the most comprehensive list of required texts. To use the web site, you need to click on the search option 'Text Lists', select 'Sydney University' from the drop down list, and enter the unit of study codes where requested.

Course readings are available from the University Copy Centre. You can find out whether course readings are available for your unit(s) by visiting the Copy Centre web site (<http://sydney.edu.au/ups/ucc/index.shtml>). Please note that you will not be able to access this service until you have enrolled. Course readings vary in cost from \$5 to \$60.

If a unit of study involves tutorials, when will these start?

Tutorials usually start in the second week of semester. Your lecturer will confirm this in your first class.

Where do I get my timetable?

Your personalised timetable will be available through MyUni (<http://myuni.usyd.edu.au/>) after you have enrolled.

How do I find different buildings or offices on campus?

You can use the maps facility on the University web site: <http://db.auth.usyd.edu.au/directories/map/index.stm>

Where can I get more information?

- The Faculty website has up-to-date information and links to resources for students: <http://sydney.edu.au/business>
- The Faculty Handbook contains essential information to explain course structure, content and advice for students to plan their study. Students should access this information as soon as possible: http://sydney.edu.au/business/futurestudents/student_services/faculty_handbook
- The Administration Manual for Students is a guide to all relevant administrative policies & procedures for Business School Students: http://sydney.edu.au/business/currentstudents/undergraduate/student_administration/student_administration_manual
- Student Information Office (SIO):
Phone: 9351 3076
Fax: 9351 4433
Email: business.student@sydney.edu.au
- Location: Level 2, Merewether Building
University of Sydney
Opening Hours: Monday to Friday 9am - 6pm
The first two weeks of each teaching semester opening hours are Monday to Friday 8.30am - 6pm