

Because it's a large degree and no one likes being passed from one person to another, let's make the following clear as a ready reference.

Please see me if you need to about

- study planning - *what* to study and *when* and your different study choices e.g. electives and minors.
- credit queries - can you claim credit for previous studies at TAFE, UniSA, another Uni etc? *Please note that actual credit applications need to be lodged at Campus Central.*
- academic counselling - if you're facing problems with your studies or you receive a notification letter.
- extensions to international student visas.

[Please book our face-to-face or telephone meeting c/- the School of Commerce office on 8302 9047.](#)

Please see Campus Central for *any* admin queries

- forms you need to complete.
- IT, passwords, e-mail problems.
- ID cards.
- graduation queries.
- finances.
- actually lodging credit applications. Please note that credit applications need to be lodged at Campus Central.

Campus Central is at the Yungondi building at City West campus.

e-mail campuscentral.citywest@unisa.edu.au

Please see Lyn Nipperess, our Program Advisor about

- study planning - *what* to study and *when* and your different study choices.
- taking leave from the degree. PLEASE NOTE though that International students need to see me and an International Student Advisor at The Learning and Teaching Unit at the Yungondi building about this.
- cross-institutional study i.e. studying at another Uni with a view to crediting your result towards your UniSA degree.

[You can book to see Lyn c/- the School of Commerce office on 8302 9047.](#)

Please see your Course coordinator about

- queries to do with a particular course e.g. materials, texts.
- assessment requirements in that course.
- your results in assessment (including an exam) and your grade in that course.

Learning and Teaching Unit (formerly Learning Connection) and Career Services

- go to these resources under "Quick Links" via the main UniSA web site.
- I recommend these resources to you. The Learning and Teaching Unit offers a range of services e.g. study skills, improving your exam performance, taking your academic writing skills to a higher level, coping with exam stress. Career Services is a great resource for information about careers and work experience.

Thank you in advance for working with us to make administration of the degree as efficient as possible.