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CSU ORIENTATION WEBSITE

If you haven’t already logged on to our orientation website

Your First Year – New Students

Commencing students have access to Faculty based information for students in their first year of study. These sites are designed to provide you with what you need to know and do before you start your studies at CSU. For more information visit: Your First Year http://student.csu.edu.au/home/new-students
COMMUNICATION

Student Central

Student Central is the first point of contact for enrolled students to access all non-teaching services at CSU. Please submit an email or search AskCSU.

Many of your questions can be answered by the information maintained in AskCSU. This information is updated weekly by experts across CSU. You can call Student Central on 1800 Ask CSU (1800 275 278) or go to www.csu.edu.au/student/central. Internal calls: 37507 Fax: 02 63386599. Calls from outside Australia can be made to +61 2 69337508.

Types of enquiries that enrolled students can make at Student Central include:
- help accessing your personal records or changing your details
- assistance changing your enrolment
- HECS/FEE Help
- making counseling and learning skills appointments
- problems accessing your CSU websites
- applications for leave of absence, grade reviews, withdrawals
- accommodation information
- questions on your financial balances
- assistance when DE packages have not been received
- guidance when you don’t know where to go or who to speak with

Student.csu

Student.csu is your personalised portal to the full range of online services and facilities for CSU students and staff. For more information visit the study section of student.csu:
http://student.csu.edu.au/study/study-essentials

To access student.csu go to CSU student website: http://student.csu.edu.au/home
You will need your username and password to access student.csu and all other secure CSU online services.

Message Centre

The Message Centre is the CSU communications system for sending and tracking official messages or correspondence.

For more information visit the online orientation communication webpage:
http://www.csu.edu.au/orientation/communication

Subject Outlines

By the first week of every session, for each subject, you will be provided with a Subject Outline which is available online through your subject Interact sites. The subject outline will give you details about the subject, what its objectives are, and the assessment items in it, contact details for staff etc. This is an important document, which you should read thoroughly and refer to as an indication of your formal requirements in the subject. https://interact2.csu.edu.au
Subject and Course Discussion Boards

As an enrolled student you have access to subject and course discussion boards which you can connect to through the relevant Interact2 sites student.csu. Discussion boards are available for each subject in which you are enrolled. Discussion boards have forums where you can communicate with other students in your subject and with the Subject Co-ordinator. Course discussion boards are available for some courses. These forums are for communication with other students in the same course, as well as your Course Director/Manager/Coordinator. Discussion boards are a great way to form networks and to obtain useful information about what is happening in your course or subject. Messages in regard to subject availability, workshops and career opportunities may be posted here. Students often use discussion boards to discuss assignment tasks, or to plan attendance at workshops.
WELCOME

Dean and Head of School

Welcome to the School of Environmental Sciences at Charles Sturt University. We are pleased to be able to welcome you as one of almost 700 students studying one of our degrees either by Distance Education, or internally located on the fabulous sustainable campus in Albury-Wodonga. As you will discover, the academic and support staff here are dedicated to providing you with an educational experience that goes beyond the text books and gives you the opportunity to extend your learning into practical applications that will give you the edge in employment after graduation. The key behind what we do is a clear link between teaching and research, and CSU was recently nominated in the top three universities nationwide for research into Environmental Science and Management. We look forward to meeting as many of you as possible around campus.

Professor Tim Wess
Dean, Faculty of Science

Assoc Prof Ben Wilson
Head of School, School of Environmental Sciences

History of the Faculty and School at CSU

In 1979 Don Johnstone, Director of the NSW National Parks and Wildlife Service approached Goulburn College of Advanced Education to develop an educational program suitable for upgrading ranger qualifications. In 1980 the Associate Diploma in Park Management was developed as part of a cooperative program between the NSW National Parks and Wildlife Service and Riverina College of Advanced Education. The first classes began at Riverina CAE in 1982 and were based in Albury with residential schools held around Australia. In 1988 the first enrolments in the Bachelor of Applied Science (Parks and Recreation) were taken and in 1989 Charles Sturt University was officially incorporated. In 1990 the School of Applied Science was established and in 1991 the first graduation ceremony involving both internal and external Park Management students was held. In 1992 the School of Environmental and Information Sciences was created and was based on the city campus in Albury, but later moved to the award-winning environmentally friendly campus in Thurgoona (1996). In 1995 the Bachelor of Applied Sciences (Ecotourism) was developed and later in 2002 the Bachelor of Environmental Science was established. With changes in Faculty structures in 2007 the Information Technology staff were relocated to the Faculty of Business and some of the staff of the School of Science and Technology were included in what has become the School of Environmental Sciences, a cross campus school in Albury-Wodonga and Wagga Wagga.

SCHOLARSHIPS, AWARDS AND PRIZES

CSU Scholarships

For information about the full range of scholarships available to Charles Sturt University students please visit the Scholarships webpage: http://student.csu.edu.au/support/scholarships-grants

Faculty and School Awards and Prizes

School prizes are awarded annually to students who perform exceptionally in select subjects. Awards and prizes won by graduating students are normally presented at graduation ceremonies; and those won by continuing students will be presented by the School of Environmental Sciences at a ceremony held on the Albury Wodonga campus.

The regulations for current prizes offered through by the Faculty of Science are located at: http://www.csu.edu.au/acad_sec/prizes/
PRINCIPAL DATES

Students should check their Interact subject sites for each subject they are studying for the due dates of assignments. [https://interact.csu.edu.au](https://interact.csu.edu.au)

A comprehensive list of Principal Dates for the academic year is located at: [http://student.csu.edu.au/home/calendar](http://student.csu.edu.au/home/calendar)

TIMETABLE FOR ON CAMPUS STUDENTS

The on campus students’ timetable is published each session, and is available through the timetable website [http://timetable.csu.edu.au](http://timetable.csu.edu.au). It is advisable to familiarise yourself with the locations of buildings and rooms prior to attending classes. Whilst every effort is made to ensure students do not experience clashes of times for lectures, workshops and tutorials, no guarantees can be given for students who are out of sequence (not undertaking the normal course pattern), nor with elective subjects. If you experience a clash of lecture times, you should contact your Course Director who may be able to suggest an alternative subject for you to take. You will be given a campus specific timetable for your course based on the normal enrolment pattern for first year students. Information on how to use the new timetabling facility is available at the site below. [http://student.csu.edu.au/study/study-essentials/timetable](http://student.csu.edu.au/study/study-essentials/timetable)
THE FACULTY

Structure of the Faculty & School of Environmental Sciences

Key Contacts within the School

School Office

Tel: 0260519850
Fax: 0260519897
Email: enviroscience@csu.edu.au

Albury-Wodonga Campus

Bld 760

Associate Professor

Ben Wilson

Tel: 0260519718
Fax: 0260519897
Email: bwilson@csu.edu.au

Albury-Wodonga Campus

Rm 249

Bld 760

Head of School

Matthew Hunt

Tel: 0260519651
Fax: 0260519897
Email: mahunt@csu.edu.au

Albury-Wodonga Campus

Rm 246

Bld 760

Course Director
School Office

Follow the link below to see the School of Environmental Sciences website.
www.csu.edu.au/about/organisational-structure/faculties-and-schools

Graduate Testimonials

“It really opened my eyes and helped me appreciate all the complex processes going on around me every time I stepped out the door. I loved the field trips; they were a great opportunity to get out and do things, instead of just sitting around hearing about them.”

Sue Bradshaw, CSU Bachelor of Environmental Science graduate

“I am now responsible for implementing and monitoring new visitor experiences for Bioparks in the Northern Territory. I have the best job in the world and would like to thank CSU’s for providing such a strong foundation.”

Jodie Clarkson, CSU Bachelor of Applied Science (Parks Recreation and Heritage) graduate

“I am very pleased with the opportunities my degree has opened up for me and would highly recommend it for anyone with an interest in the environment, natural processes and flora and fauna.”

Rebecca Fraser, CSU Bachelor of Environmental Science graduate

“Since I started working in national parks I’ve had so many ‘I can’t believe I get paid for this’ moments. Not only do I find my career enjoyable, I also get an incredible sense of satisfaction, confidently applying the knowledge acquired from my degree in my everyday work.”

Lee Pointon, CSU Bachelor of Environmental Science (Management) graduate

“With my course I went on a two-week trip through the Australian desert, spent over a month travelling through Nepal, and had an amazing three months working as an intern in the remote rainforests of Ecuador. My university degree certainly didn’t leave me sitting at a desk for four years. Where else can you do this and call it study!”

Erin Szantyr, CSU Bachelor of Environmental Science and Management graduate
CSU STUDENT GENERAL INFORMATION

CSU Student Charter

The Student Charter outlines what students can expect at CSU and what the University expects of students. It aims to help you understand what it means to be a student member of the CSU community and encourages active partnership in all aspects of University life.

CSU Graduate Statement

CSU Charles Sturt University has developed the following eight-point graduate statement as the outcomes we seek from our graduates. Charles Sturt University aims to produce graduates who are:

1. Well-educated in the knowledge and skills of their discipline or profession
2. Effective communicators who have problem-solving, analytical and critical thinking skills and can work both independently and in teams
3. Work-ready and able to apply discipline expertise in professional practice
4. Able to develop and apply international perspectives in their discipline or profession
5. Able to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
6. Understanding of the responsibilities of global citizenship, value diversity and ethical practice
7. Understanding of financial, social and environmental sustainability
8. Able to learn effectively in a range of environments including online

Opportunities to develop these outcomes will be provided throughout your studies at CSU in line with our commitment to undergraduates.

CSU Commitment to Undergraduates

Through our educational programs CSU commits to ensuring that all our undergraduates have:

1. A supported transition to the first year of study
2. Opportunities to develop skills in communication, problem-solving and analytical thinking
3. Access to international experiences
4. Opportunities to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
5. Education based in practice
6. Opportunities to gain a firm understanding of ethics
7. Understandings of financial, social and environmental sustainability
8. Opportunities to develop online proficiency

CSU Study Support

CSU Learning Support offers academic learning support to all enrolled students to enable them to acquire or enhance the skills they need to succeed in university studies. During workshop tutorials, drop-in sessions and study centres, or through individual consultations, students are presented with strategies and techniques that will allow them to better participate in academic activities

http://student.csu.edu.au/study/learning-support
Academic Regulations

The basic philosophy of Charles Sturt University is that students are mature individuals capable of assuming some responsibility for management of their study programs. **It is, therefore, each student’s responsibility to be acquainted with and comply with relevant academic regulations.** Basically, the University does not monitor such compliance other than to advise students when they have not followed the appropriate regulations.

If you are having difficulties through illness or personal problems you are **strongly** urged to read these regulations and policies in their entirety, especially Academic Progress and Assessment Regulations. Some of the more important regulations are:

- Special Consideration
- Grade Pending
- Leave of Absence
- Withdrawal from Subjects
- Supplementary Exams (SX)
- Enrolment Variation
- Examination Regulations
- Review of a Final Grade
- Exclusion
- Student Academic Misconduct Regulations.

If you are still unsure of the procedures to follow use the Student Central **AskCSU** to search for articles on these regulations or contact **Student Central** directly.

The Academic Regulations and CSU Policy Library are available online:


**Academic Advice website**

Information is available on the Academic Advice website which explains the regulations and the application processes for most of the above regulations. Assistance is available to students from the Office for Students, Student Liaison Officers on each campus and students are encouraged to consult with their subject coordinators first to discuss their options before applying for any of the above.  

[http://student.csu.edu.au/study/academic-advice](http://student.csu.edu.au/study/academic-advice)

**Avoiding Plagiarism**

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. This Guide to Avoiding Plagiarism can be found at the website below, and is an important resource that will help you understand these values and apply them in practice.

All scholarly and professional work involves researching, understanding and building on the work of others. Honesty and integrity demand that we recognise and acknowledge that work. In this guide you will find advice and support to enable you to do this properly and well.

Plagiarism is contrary to the values of academic integrity and honesty. The practice of plagiarism within the University could undermine the University’s reputation and also that of students and staff who have acted with integrity and honesty. It is important that we all take our share of responsibility for maintaining the best standards and values in the work of our University.  

[http://student.csu.edu.au/study/plagiarism](http://student.csu.edu.au/study/plagiarism)
CSU Card

Commencing students will receive their CSU Card soon after accepting their offer of admission. Internal students can collect their CSU cards from Student Central during Orientation and Distance Education students will receive their CSU Cards via the post. [http://student.csu.edu.au/administration/csu-card](http://student.csu.edu.au/administration/csu-card)

CSU Cards contain a contact-less mifare microchip and an antenna that enables access to a number of services across CSU. Such services currently include:

- Identification on CSU campuses including entrance to examinations;
- Dining Hall meals for on-campus students;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Purchase of goods in most on campus retail food outlets
- Purchase of internet quota

More information about how to use the CSU Card can be found on the CSU Card website. [http://student.csu.edu.au/administration/csu-card](http://student.csu.edu.au/administration/csu-card)

CSU Library Services

The CSU Library Home page is your gateway to the Library, giving you access to the range of services and resources available for your study through Charles Sturt University. [http://student.csu.edu.au/library](http://student.csu.edu.au/library)

The resources listed below all sit on the Library’s Home page and, along with many others, make up your Library anywhere anytime. Use the Online tutorials to become familiar with this invaluable virtual library, or explore the Home Page yourself discovering resources such as Online Reference and the Library’s Blog, and find out how to use your library by visiting the frequently asked questions page. [http://student.csu.edu.au/library/help/faqs](http://student.csu.edu.au/library/help/faqs)

eSTUDENT Support

Whether you’re studying on campus or by distance education you need to learn how to use CSU’s online environment. The eSTUDENT Support is helpful in providing the information and guidance that you may be looking for to function and learn effectively within the University’s online environment. [https://student.csu.edu.au/study/ALLaN/estudent-support](https://student.csu.edu.au/study/ALLaN/estudent-support)
Maintaining Your Personal Details

It is the responsibility of all students to maintain their personal details on their student record. [http://student.csu.edu.au/administration/personal](http://student.csu.edu.au/administration/personal)

These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details at the Online Administration site. [http://student.csu.edu.au/administration/enrolment/student-admin-online](http://student.csu.edu.au/administration/enrolment/student-admin-online)

HECS/FEE HELP

HECS-HELP refers to the Higher Education Contribution Scheme and is for non fee paying Commonwealth supported students and FEE-HELP is for fee paying non Commonwealth supported students. For each subject you will be charged HECS which you can either pay upfront at a discount, or you can defer it and pay it later (your liability will be recorded and provided to the Australian Tax Office for later calculation in your annual Income Tax return). You can visit the Australian Government Study Assist site at [http://studyassist.gov.au/sites/StudyAssist/](http://studyassist.gov.au/sites/StudyAssist/)

My Degree Planner

My Degree Planner compares the student record against the scribed course requirements resulting in the creation of a degree audit. An audit identifies what the student has completed and what is yet to be studied to meet the requirement of the course.

My Degree Planner will:

- Allow you to monitor your progress through your course program.
- Check subject availability and pre-requisite study requirements.
- Allow you to plan your future session enrolment and facilitate an easy discussion of that plan with your Course Advisor.
- Check your eligibility to graduate.

[http://student.csu.edu.au/administration/degree-planner](http://student.csu.edu.au/administration/degree-planner)

Online Enrolment

Generally students are pre enrolled in subjects for their first session of study by Student Administration. Students will be required to complete their enrolment in subjects after their first session using the Online Administration. [http://student.csu.edu.au/administration/enrolment/student-admin-online](http://student.csu.edu.au/administration/enrolment/student-admin-online)

In some courses students may have to enrol themselves in elective subject in first session and they should consult with their course director for advice about which electives they should enrol in. Find out more about How to Enrol [http://student.csu.edu.au/administration/enrolment/enrolment-information](http://student.csu.edu.au/administration/enrolment/enrolment-information)
How to Enrol Online

Each student is responsible for their enrolment each year. In most courses for the first session of your study with CSU, the University will endeavour to list the recommended subjects in your letter of offer. However you will need to check and confirm your enrolment is correct and complete for the full year of study i.e. that the subjects are correct and that any prerequisite study requirements have been met. Students can find information on how the manage their enrolment on the site below.

http://student.csu.edu.au/administration/enrolment/enrolment-information

On the Student Admin Online page click on the online tutorial videos which explains how to use the online system. http://student.csu.edu.au/administration/enrolment/student-admin-online

If you are already familiar with the online system, click on Launch Admin Online; confirm your password and press continue. The main menu will be displayed. It has different sections, such as, Enrol, Add or Delete Subjects, Apply for Leave, Contact Details etc.

http://student.csu.edu.au/administration/enrolment/student-admin-online

The deadline for adding subjects to your enrolment is the Friday of the first week of session. Subjects can be deleted from your enrolment up until HECS census date without penalty. This can be done through Student Admin Online http://student.csu.edu.au/administration/enrolment/student-admin-online

Map of School and Campus

Follow the link below to see maps of Albury-Wodonga campus. School of Environmental Sciences is in building 760.

www.csu.edu.au/about/locations

Terminology

Follow the link below to see commonly used terms at Charles Sturt University.

http://www.csu.edu.au/about/glossary
COURSE STRUCTURES

For current School of Environmental Sciences Course Structures please refer to the CSU Handbook.

CSU Handbook 2015

Frequently Asked Questions

What is the difference between a course and a subject?
A course is the full three or four year program you are undertaking, for example Bachelor of Medical Science. Your course is made up of subjects that must be completed to gain your degree. Each subject has a code and name, e.g. BMS129 Physiological Sciences 1. The first number (i.e. BMS 129) indicates the level of the subject.

How do I work out my timetable (Internal students only)
If you are an internal student you will be advised during O Week of the timetable for students in each course. However, timetables are available online via student.csu http://student.csu.edu.au/study/study-essentials/timetable and a copy is situated on the notice boards in the foyer of the School Building. You should know what subjects you are to undertake in the first session. Find each of those subjects and write down the lecture days and times. Practical sessions will also be timetabled for some of these subjects. You are generally only required to undertake one practical session per subject, even though in some instances a subject may have more than one practical session timetabled to cater for the number of students enrolled in the particular subject. You may be directed as to which practical session you are to attend. Some subjects also have multiple tutorial sessions associated with them. You do not have to attend all of these sessions and you will be directed by your lecturer as to which tutorial session you are to attend. In most cases you will have a lecture prior to any tutorial or practical sessions, to enable your Subject Coordinator to explain and identify the particular sessions you are to attend. If you need to change practical classes you must contact the Subject Coordinator beforehand.

How to add and delete subjects?
On the Student Admin Online page click on the online tutorial videos which explains how to use the online system. The deadline for adding subjects to your enrolment is the Friday of the first week of session.

Subjects can be deleted from your enrolment up until HECS census date without penalty. This can be done through Student Admin Online

What are practical sessions?
Practical sessions enable you to experience the “hands-on” side of what you are learning. These practical sessions will normally be held within the Laboratories or in the Computing Facilities for more computer based practicals. Not all subjects involve practical sessions so do not be alarmed if practical sessions are not listed in the timetable.

What if I fall behind in assessment items?
First of all do not panic, but don't ignore it either. See your Subject Coordinator who will be only too willing to give good advice.

What if I am having difficulties coping?
Again – do not panic. As University study is so different to studying at school, this is a common problem in the first year of studies. It often helps to talk about it with your friends and you will be quite surprised to find that you are not the only one who feels they are having problems. There are many avenues for you to follow. Seek out your lecturer or Subject Coordinator. Student Services offers help in the form of counselling, time
management and study skills sessions. You should also feel free to make an appointment to see the Head of School at any time.

**Do I have to have assignments typed?**
There is generally no requirement for assessment items to be typed but it is in your own best interests to present your assessment items in a neat and appropriate format. Check your subject outline for information on the presentation style and format required for your assessments.

**What if I don't have the textbook?**
Copies of the textbook should be available and can be purchased from the Co-op Bookshop. If sold out and in the process of being reordered, please bring this to the attention of the Subject Coordinator. The Library also has copies of prescribed textbooks.

**Where can I find or contact my lecturer?**
As detailed earlier in this booklet, staff contact details are provided above (include page number). All academic staff have consultation times and usually these are posted outside their offices. Some staff request that you make an appointment and you will therefore need to speak to your lecturer possibly after a lecture or practical session to discuss a suitable time or contact them via e-mail.

**What if I fail a subject?**
If you fail a subject, see your Course Director as you may not be able to continue with some subjects in the next session if you have failed any prerequisites subjects.

**Can I buy second-hand textbooks?**
Yes, the [Classified forum](https://studentvip.com.au/textbooks) is where students buy and sell second-hand textbooks and other items.

You may be able to buy them directly from other students - use your course contacts. Check noticeboards throughout the campus and your course forums. There is also a website called [https://studentvip.com.au/textbooks](https://studentvip.com.au/textbooks) where students from across Australia can buy and sell second-hand textbooks. Please exercise caution when buying something online.
IMPORTANT WEBSITE ADDRESSES

CSU Orientation
www.csu.edu.au/orientation

Student Central

Library Services
http://student.csu.edu.au/library

Examinations
http://student.csu.edu.au/administration/exams

Application Forms
http://student.csu.edu.au/administration/forms

CSU Handbook
http://student.csu.edu.au/administration/csu-handbooks

CSU Student Card
http://student.csu.edu.au/administration/csu-card

Scholarships and help with costs
http://student.csu.edu.au/support/scholarships-grants

Subject Availability
online.csu.edu.au/subject availability

On campus timetables
http://timetable.csu.edu.au

eStudent Support
http://student.csu.edu.au/study/estudent-support

HECS/HELP & FEE/HELP (Study Assist)

Internet charges

Student Administration
http://student.csu.edu.au/administration/study-administration

Counselling - http://student.csu.edu.au/support/counselling
Careers - http://student.csu.edu.au/study/careers

Graduation Frequently Asked Questions
http://student.csu.edu.au/administration/study-administration/graduations