



BCA welcome to 2-2017

Dear BCA student

Welcome to **semester 2, 2017** to students who are continuing their studies in the BCA program.

(Please get back to us if you should not be on this mailing list – ie, are not enrolled in units this semester.)

This message is a general reminder about the start of semester and matters that need to be attended to before then. We hope you will find it a useful checklist.

SEMESTER START DATE – semester 2, 2017

The BCA semester starts on **Monday 31 July** (regardless of which university you are enrolled in).

STUDY DETAILS

We will be forwarding your details to the coordinators of units of study you have chosen to do this semester. They will contact class members in a 'welcome' email, with particular information about how the unit will be run.

You should receive this email on Friday 28 July. Please send a reply email to them so that they can confirm that you're in contact (and this may prompt the posting of unit materials).

Study notes:

You may receive printed copies of study materials from unit coordinators, posted to the address noted in BCA records. Mail-out procedures will vary across units. Coordinators of some units that don't include readings from journal articles etc. (which universities do not allow to be posted online) may not send materials by post.

For units where mail-outs occur: Admissions at some universities may still be in progress and coordinators don't get a lot of leeway between receiving your contact details and the start of semester, so you are unlikely to receive the notes before the start of semester. You will find Study Guides and first module/s in online unit sites in eLearning. **The important thing to look out for is the welcome email from the unit coordinator in which they will explain the procedures for their unit.**

Please note that the BCA office does not mail out study materials. These are posted by staff at the delivering university.

Study Guides

Study Guides for upcoming units of study this semester are [available to download](#) from the Student Resources site (if not yet posted, keep checking, they will be shortly).

E-LEARNING (Blackboard)

The BCA eLearning site will be the online facility used by most coordinators*.

Your access profile will be loaded onto the eLearning database by the start of semester at the latest. **You will not be able to access your eLearning site until this has been done.**

The BCA office will send you further instructions for logging on before the start of semester (do not ask your unit coordinators for this information).

Look out for the email titled “BCA: eLearning instructions semester 2, 2017”.

*** EXCEPTIONS: Important note for students enrolled in Epidemiology (EPI)**

EPI is offered on-campus (face-to-face) and/or by distance at some universities. If you are NOT doing the EPI delivered by your home university, you will be doing (Introduction to) Epidemiology delivered by the University of Queensland. (See here www.bca.edu.au/TC.html#epi1 for contact details for EPI at UQ [PUBH7600])

The [program coordinator](#) at your home university can advise about EPI choices.

Whether you are studying EPI on campus, or by distance at your home university, or the UQ external (distance) EPI, **the BCA eLearning (Blackboard) will NOT be used for this unit** (because, at all universities, Epidemiology is delivered to a much larger cohort of students enrolled in a range of degrees).

Unit coordinators/tutors of these units will contact you with advice about how to access online sites at the relevant delivering universities.

Note that EP is NOT available in semester 2 for students enrolled at the **University of Newcastle**.

WPP is not delivered online. Students who have enrolled in this unit need to talk to their program coordinator about things like choice of project/s and supervision.

STUDENT RESOURCES can be found at the BCA website. See: www.bca.edu.au/currentstudents.html

Entries include: contact details; BCA Program Outline; BCA curriculum; Textbook & Software Guide for Students; SAS purchase forms; BCA eLearning Guide - Getting Started, Home university libraries - textbook and journal access; BCA Assessment Guide; Referencing Style Guide; Guide for Reporting Statistical Results; Workplace Project Portfolio (WPP) Guidelines; WPP examples; and more...

the Textbook and Software Guide contains details of compulsory and recommended textbooks and software for each unit of study, and purchasing advice. It is important to note that suppliers may need to order in textbooks and statistical software purchasing procedures may take some time. We urge you to read the *Guide* carefully and make your orders as soon as possible.

STAYING IN TOUCH WITH THE BCA

If your contact details change, please send us this info in an email, copied to your unit coordinator/s. (Information that has been added to your record at your home university will not automatically be transmitted to the BCA, and vice-versa for contact information that you send to the BCA office and unit coordinators.)

BCA ANNOUNCEMENTS

We'll send the usual messages containing updates throughout the semester and. As ever, we'll try not to savage your email inbox. If you see one that has a “BCA – (subject line)”, it will be sure to contain relevant information about your study.

COMMUNICATION with program and unit coordinators

A list of program coordinators and university postgraduate administrators is available at www.bca.edu.au/universities.html

A list of unit coordinators is available at www.bca.edu.au/TC.html

HOME UNIIVERSITY INFORMATION

... information from your home university to you

***Your home university will give you a student email. Whilst you may not use this as your main contact address, you should set this address up so that messages are automatically redirected to your commonly use email address** (ie the one used by the BCA). Most universities use the student email address to post important information to students, eg university calendar updates such as current pre-enrolment timetables and dates that results are released. See [here](#) for guidelines about **redirecting your mail to another address**.

You should also stay familiar with the student web access provided by your home university.

These sites are called variously at different universities: myUni / Sydney Student (University of Sydney); MyUQ (University of Queensland); Student Portal (University of Melbourne); my.monash / WES (Monash University); myHub (University of Newcastle); myMQ (Macquarie University); and Access Adelaide (University of Adelaide). You can generally do things in this site like updating your details for home uni consumption and pre-enrolling, and your results will be posted there. Access is usually via the Current Student or Study link on your home university website.

Note that if you are unable to pre-enrol in units of study via your student site, you should contact the postgraduate student office and or program coordinator at your university and ask them to register the enrolment. Program coordinators should be consulted if choices appear to be blocked.

...information from you to universities and the BCA

CHANGES TO YOUR ENROLMENT: You should first tell your university about these, so that they can be included in your student record (and delays may have financial implications). However, again, a quick email to your unit coordinators and the BCA coordinating office will mean that we can act on the information immediately.

CENSUS DATES: The final dates that you can withdraw from units/subjects without incurring financial penalty are the last working day before the census date of 31 March in semester 1 and 31 August for semester 2. This date is generated by the Australian Government so it should carry across all universities. However some dates and details for student records are university specific. We recommend that you check in with university staff and websites.

We hope you enjoy your studies this semester. As ever, please don't hesitate to contact us if you have any questions or need anything chased up at any time during your studies.

Best regards
Erica and Emily

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