

Message to BCA students and associates - including students who have deferred/taken leave of

(Please get back to us if you have completed or are on this list in error.)

Hi there hard working BCA students

End-of-semester is coming up, so here's some info and a few reminders about things to make and do for the following semester.

1. **University results procedures**
2. **Student feedback!** 😊
3. **Blackboard sites: going, going..., and downloading Discussions**
4. **Completions/articulating**
5. **Start date for next semester and enrolment notices**
6. **Deferral/leave of absence**
7. **Communication – troubleshooting**
8. **Enquiries**
9. **Student resources information**
10. **Canvas in 2018**

1. RESULTS

In 2017, the BCA Examiners meetings (teleconferences) are scheduled for **27** June and **22** November, after which results will be forwarded to universities.

Your results will be released by your home university in accordance with their calendar. We can't tell you your marks but you can look them up in your online student portal.

If you've been granted an extension for final assessment tasks, this will of course delay the transmission of the final result to your home university.

Note: WPP results will follow a slightly different schedule. As this unit is administered within your university, it's best to talk to your program coordinator and/or postgraduate student officers at your university.

ACADEMIC ADVICE: As most core units have prerequisites, if you find that you have failed a unit or you withdrew from one or more during the semester, it's important that you contact the program coordinator at your home university to discuss your study options for the following year. Contact details can be found [here](#).

2. YOUR FEEDBACK

We would be extremely grateful for your feedback, positive or negative, about the content and delivery of units. Please take the time to complete the student unit survey, one for each unit you have completed in the current semester. The questionnaire is brief and your responses will be anonymous. If we only receive a few responses per unit, it makes it difficult to build an overall picture and fill in the dots for future improvements.

We will circulate the link via email, to current students.

Lucky door prizes!

To encourage participation, there are **2** Coop Bookshop gift vouchers worth Au\$100 each to be won.

The prizes will be awarded to randomly selected survey participants. The selection will be administered by CTC IT staff. In order to identify the door prize winner, we have included a field for you to supply your email. Survey downloads containing email addresses are only available to IT management. They will not be available to BCA personnel to ensure your anonymity (though, of course, IT will have to tell us who the winners are!).

3. BLACKBOARD SITES: going..., and downloading Discussions

BB sites will be archived by Sydney eLearning at the end of June. If you'd like to download Discussion postings for future reference, you can ask us for download instructions.

4. COMPLETIONS / CHANGING COURSES

Congratulations to everyone who has completed their course or will do so by the end of the semester. All the best for the future. (Remember, it's not too late to take a final tilt at some feedback!)

If you are completing your studies, or changing courses (up or down between Grad Cert, Grad Dip, Masters, can you please [give us a hoi](#).

5. START OF SEMESTER AND ENROLMENT ADVICE

- **In 2017, the BCA semester 2 starts on Monday 31 July regardless of which university you are enrolled in** (and in fact, Adelaide, Monash and Queensland officially start on 24 July).

NB: If you will be doing the Epidemiology (EPI) unit *delivered by the University of Queensland*, this starts on **24 July** (as it is delivered to a larger cohort of internal students at UQ).

- **Enrolment in units of study** (subjects/courses/papers) **for semester 2:** **If you have not done so already, you will need to enrol in units for the coming semester at your home university. Please do this now.** With increasing student and decreasing university support staff numbers, we can't ensure that latecomers will be up and running on the first day of semester (especially in Blackboard)! .

A note about BCA forms: These are just for *new* students. Unless specifically requested by staff at your university, we don't need you to (re)do these. We find out what students are doing in subsequent semesters and years from enrolment lists sent to us by support staff at the universities.

- **Enrolments in WPP**
 - **You will need to talk to the [program coordinator](#) at your home university**, to discuss things like choice of project/s and supervisor/s. You'll be asked to submit a brief project outline.
 - Here's where to find [WPP guidelines](#), and a library site containing some examples by past BCA students.

6. A reminder about SUSPENDING STUDIES

If you are not intending to enrol in a unit next semester (or year), you should consult your university about deferral, suspension of candidature or leave of absence procedures (the name varies across universities), or check about these on your university, or school /faculty website (see '[postgraduate course information](#)' links) and student portal. Most (but not all) universities ask you to complete a form.

7. COMMUNICATION

- **University emails and student portals**
- Just a reminder to set up your student email so that messages are automatically forwarded to your commonly-used email address, and to stay familiar with your home university student internet access (your ["my"]student portal/hub). You can generally use this site to enrol in units for upcoming semesters, update your details for home uni consumption and check your results. **Note, your student portal is not the same as your Blackboard access.**
- **Don't be a stranger**
If you make changes to your enrolment or your contact details change, drop us and your unit coordinator/s a line – one email message copied to the other is fine. (So that your official student record is up to date, you should also update these details at your home university via your online student portal, but note, *the BCA database is not linked to any university records systems so this information doesn't automatically flow through.*)

8. ENQUIRIES

- Staff at the **BCA office** are available at all times to respond to your enquiries bca@ctc.usyd.edu.au (02) 9562 5076/5054.
- If you have **questions about your enrolment** in units of study (eg your enrolment choices are blocked in your student portal) contact the [postgraduate student office](#) at your home university, copied to your program coordinator.
- If you have **academic questions**, contact you the [program coordinator](#) at your home university:
- If you have **problems with Blackboard**: Here's a couple of contacts.

Blackboard troubleshooting: Try the [eLearning Helpdesk](#) (if phoning, ask to speak to *Educational Innovations*) first. They have a solid customer service focus for students and can help with most things ...**except** access (unikey) issues, in which case, contact the BCA office – unless you are enrolled at the University of Sydney, in which case you should contact the [ICT Helpdesk](#).

Note: Unless you are enrolled at USyd, don't use the USyd MyUni link. This is the University of Sydney student portal. It won't get you in to eLearning and may send up peculiar error messages!

9. See **STUDENT RESOURCES / [current students](#) for a range of resources, including the** Textbook and Software Guide and the Program Outline (containing the curriculum guide for the coming year). **Get your orders in early**, as failure to do so can lead to not having texts or software by start of semester!

10. This is just a heads-up for next year. The University of Sydney will be **transferring their learning management system from Blackboard to Canvas in 2018**, and thus, so will be BCA. We will keep you informed about this as information comes to hand.

Hope you have an excellent break!
 Erica and Emily