This booklet contains important information which will assist you in your studies at Curtin.

Of particular importance are the following:

**Your Curtin ID:**
Also known as your ‘Curtin Student Number’ or ‘Curtin Student ID’, this is an eight (8) digit number. Your Open Universities Australia provided student number is not valid at Curtin University so your Curtin student number must be noted on all assignments and correspondence with Curtin staff and departments. If you have previously studied at Curtin, you will retain your previous ID number.

If you have not been given a student number, please call Curtin’s Flexible Learning Support office immediately on (+618) 9266 2102.

**Enrolment at Curtin:**
Refer to page 13 of this booklet for information on withdrawals and deferrals.

**Examinations:**
Please read the examination section carefully for details of the procedure for sitting final invigilated examinations.

**Results:**
Instructions for accessing your final results can be found on page 11.

**OASIS:**
For information on how to log into OASIS and the services available to you via OASIS, please refer to page 15 of this booklet.

**Curtin Library access:**
Please refer to page 26 of this booklet for information on accessing the Curtin Library.

**Online units:**
Instructions on how to access your unit are found on page 20.
Dear Student

All of the staff at Flexible Learning Support wish you a warm welcome to Open Universities Australia at Curtin. Together, we hope to provide you with the best service possible to make your studies enjoyable and rewarding. We would like to draw your attention to the following statement:

In respect of the Curtin unit(s) that you are undertaking, you will be subject to Curtin University’s academic policies, procedures and by-laws. You may access Curtin’s academic policies, procedures and by-laws at the following website:

http://students.curtin.edu.au/rights

At Curtin we seek to provide Open Universities Australia units that enable students to attain excellence in their chosen fields of study. Flexible Learning services include facilitation of online units, administration of assignments and student support.

If there are any aspects of the services offered by the Flexible Learning Support Office that you wish to discuss, please do not hesitate to contact the Flexible Learning Support staff.

Best wishes in your studies this year.

Director, Curtin Teaching and Learning
Curtin University
<table>
<thead>
<tr>
<th>Study Period</th>
<th>Study Period 1</th>
<th>Study Period 2</th>
<th>Study Period 3</th>
<th>Study Period 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close of Registrations</td>
<td>10 Feb</td>
<td>12 May</td>
<td>11 Aug</td>
<td>10 Nov</td>
</tr>
<tr>
<td>Week 1</td>
<td>25 Feb - 1 Mar</td>
<td>27 May - 30 May</td>
<td>26 Aug - 30 Aug</td>
<td>25 Nov - 29 Nov</td>
</tr>
<tr>
<td>Week 2</td>
<td>4 Mar - 8 Mar</td>
<td>3 Jun - 7 Jun</td>
<td>2 Sep - 6 Sep</td>
<td>2 Dec - 6 Dec</td>
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<tr>
<td>Mid-semester</td>
<td>08 Mar</td>
<td>07 Jun</td>
<td>06 Sep</td>
<td>06 Dec</td>
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<tr>
<td>Examination</td>
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<tr>
<td>Invigilator Form</td>
<td></td>
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<tr>
<td>Due</td>
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<tr>
<td>Week 3</td>
<td>11 Mar - 15 Mar</td>
<td>10 Jun - 14 Jun</td>
<td>9 Sep - 13 Sep</td>
<td>9 Dec - 13 Dec</td>
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<tr>
<td>Census Date</td>
<td>18 Mar</td>
<td>17 Jun</td>
<td>16 Sep</td>
<td>16 Dec</td>
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<tr>
<td>(Monday)</td>
<td></td>
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</tr>
<tr>
<td>Week 4</td>
<td>18 Mar - 22 Mar</td>
<td>17 Jun - 21 Jun</td>
<td>16 Sep - 20 Sep</td>
<td>16 Dec - 20 Dec</td>
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<tr>
<td>Week 6</td>
<td>1 Apr - 5 Apr</td>
<td>1 Jul - 5 Jul</td>
<td>30 Sept - 4 Oct</td>
<td>30 Dec - 3 Jan</td>
</tr>
<tr>
<td>Final Date for</td>
<td>07 Apr</td>
<td>07 Jul</td>
<td>06 Oct</td>
<td>05 Jan</td>
</tr>
<tr>
<td>Withdrawal</td>
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<tr>
<td>(penalty applies)</td>
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<tr>
<td>Week 7</td>
<td>8 Apr - 12 Apr</td>
<td>8 Jul - 12 Jul</td>
<td>7 Oct - 11 Oct</td>
<td>6 Jan - 10 Jan</td>
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<tr>
<td>Week 8</td>
<td>15 Apr - 19 Apr</td>
<td>15 Jul - 19 Jul</td>
<td>14 Oct - 18 Oct</td>
<td>13 Jan - 17 Jan</td>
</tr>
<tr>
<td>Week 10</td>
<td>29 Apr - 3 May</td>
<td>29 Jul - 2 Aug</td>
<td>28 Oct - 1 Nov</td>
<td>27 Jan - 31 Jan</td>
</tr>
<tr>
<td>Week 11</td>
<td>6 May - 10 May</td>
<td>5 Aug - 9 Aug</td>
<td>4 Nov - 8 Nov</td>
<td>3 Feb - 7 Feb</td>
</tr>
<tr>
<td>Week 12</td>
<td>13 May - 17 May</td>
<td>12 Aug - 16 Aug</td>
<td>11 Nov - 15 Nov</td>
<td>10 Feb - 14 Feb</td>
</tr>
<tr>
<td>Week 13</td>
<td>20 May - 26 May</td>
<td>9 Aug - 25 Aug</td>
<td>18 Nov - 24 Nov</td>
<td>17 Feb - 23 Feb</td>
</tr>
<tr>
<td>Exam Period</td>
<td>27 May - 7 Jun</td>
<td>26 Aug - 6 Sep</td>
<td>25 Nov - 6 Dec</td>
<td>24 Feb - 7 Mar</td>
</tr>
</tbody>
</table>
If you need any extra help while studying online, refer to the following table to determine who to contact or where to go for extra help and information.

<table>
<thead>
<tr>
<th>If you need help with:</th>
<th>Contact/Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration enquiries</td>
<td>Flexible Learning Support Office</td>
</tr>
<tr>
<td></td>
<td>Curtin Teaching and Learning</td>
</tr>
<tr>
<td></td>
<td>Curtin University</td>
</tr>
<tr>
<td></td>
<td>GPO Box U1987</td>
</tr>
<tr>
<td></td>
<td>PERTH WA 6845</td>
</tr>
<tr>
<td></td>
<td><strong>Telephone:</strong> (+618) 9266 2102</td>
</tr>
<tr>
<td></td>
<td><strong>Fax:</strong> (+618) 9266 2777</td>
</tr>
<tr>
<td></td>
<td><strong>Email:</strong> <a href="mailto:opencurtin@curtin.edu.au">opencurtin@curtin.edu.au</a></td>
</tr>
<tr>
<td></td>
<td><strong>Location:</strong> Building 603, 6 Sarich Way Technology Park, Bentley, WA 6102</td>
</tr>
<tr>
<td></td>
<td><strong>Website:</strong> <a href="http://elearn.curtin.edu.au">http://elearn.curtin.edu.au</a></td>
</tr>
<tr>
<td></td>
<td><strong>Office hours:</strong> 8.30am to 4.30pm (WST)</td>
</tr>
<tr>
<td>If you need help with:</td>
<td>Contact/Visit</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Enrolment/Withdrawals                       | Open Universities Australia  
GPO Box 5387  
MELBOURNE VIC 3001  
**Toll-Free:** 1300 36 36 52  
**Telephone:** (+613) 8628 2500  
**Fax:** (+613) 8628 2955  
**Website:** [http://www.open.edu.au](http://www.open.edu.au)  
| Mid-Study Period Examinations Enquiries     | OUAExams@Curtin  
**Flexible Learning Support**  
Curtin Teaching and Learning  
Curtin University  
GPO Box U1987  
PERTH WA 6845  
**Telephone:** (+618) 9266 2105  
**Fax:** (+618) 9266 2777  
**Email:** OUAExams@curtin.edu.au  
**Location:** Building 603, 6 Sarich Way  
Technology Park, Bentley, WA 6102  
**Website:** [http://elearn.curtin.edu.au](http://elearn.curtin.edu.au) |
| Final Examination enquiries                 | OUA Exam Services  
**Telephone:** (+613) 9902 6891 *(Primary)*, or  
(+613) 5122 6891  
**Email:** Exams@open.edu.au  
| Academic content (difficulties understanding course material, assignment queries or assignment submission dates) | Your Unit Coordinator. See your Unit Outline, or your Blackboard unit for contact information. |
| Logging in to OASIS                         | Visit the OASIS website and look through the Help pages provided there ([http://oasis.curtin.edu.au/](http://oasis.curtin.edu.au/)).  
If you still require assistance, complete the online form found under the OASIS Support link on the login page ([http://oasis.curtin.edu.au/](http://oasis.curtin.edu.au/)) or  
**Telephone:** (+618) 9266 1222  
**Email:** oasiscentral@curtin.edu.au |
| Logging into Blackboard                     | [http://oasis.curtin.edu.au](http://oasis.curtin.edu.au) and click on the Blackboard link |
TABLE OF CONTENTS
Summary of Important Information
Welcome from the Director, CTL
2013 Study Period Calendar
If You Need Help
Administration enquiries
Enrolment/Withdrawals
Mid-Study Period Examination enquiries
Final Examination enquiries
Academic Content
Logging in to OASIS
Logging into Blackboard
Welcome to Studying at Curtin
Before You Start
Important Information You Need to Know
Details About Your Unit/s
Study Period
Textbooks
Unit Pre-Requisites
Credit for Recognised Learning (formerly RPL)
Submitting Assessments
Alternative Method of Submitting Assessments
Examinations
Mid-Study Period Examinations
Final Examinations
Final Examination Venue Nominations and Timetable
Special Examination Arrangements
Results
Graduation
Application for Assessment Extension (also known as Deferred Assessment)
Withdrawals
Leave of Absence
Change of Student Details
Academic Performance
Crisis Support Counselling
Special Circumstances
OASIS, Blackboard and Online Resources
OASIS
Logging into OASIS
Student Email
Email Etiquette
Official Communications
e-Exemptions
StartUp
Alerts and Reminders
Blackboard
Technical Requirements
Tips for Studying Online
Curtin University Library
Important Things for You to Remember
e-Reserve
The Library Catalogue
Use the Library Databases
How to Access and Use Library Resources
How to Find Help
Other Important Information
Curtin Policies and Guidelines
Access, Equity and Disability
Hello and welcome to Flexible Learning with Curtin University.

As your units are online it is important to ensure that you log on to Blackboard through OASIS (http://oasis.curtin.edu.au) at the beginning of each study period or session.

If you are new to Curtin and Flexible Learning you will find that this booklet will help you to navigate through the online learning environment and contains a range of resources that will assist you with your study.

It is important that you carefully read and understand the contents of this booklet to ensure a successful study period at Curtin. Often, the answer that you seek is found within its pages!

Please read the examination section carefully for the procedure for sitting final invigilated examinations.
BEFORE YOU START

2. Activate your OASIS account.

3. Check out your student email.

4. Check out Blackboard and view the tour.

5. Check out the Official Communications Channel.
IMPORTANT INFORMATION YOU NEED TO KNOW
Details About Your Unit/s

The Unit Outline contains detailed information about your unit such as:

- Unit summary and outcomes;
- The Unit Coordinator and Tutor(s) for your unit;
- Any textbooks and/or readers required and where to obtain these;
- Any additional equipment required or supplied for your unit;
- A unit timetable outlining how long it should take you to study certain topics/modules;
- Assessment information including any assignments or examinations.

Some of this information might also be contained, or developed in more detail, in the Blackboard unit.

Study Period

The study period calendar (found at the front of this booklet) provides important information on census dates as well as the start and end dates of study weeks which will be useful in planning and managing your time.

Copies of the study period calendar can also be found at http://elearn.curtin.edu.au/oua/study/OUA_calendar.cfm

Textbooks

Open Universities Australia recommends that you obtain your unit textbooks from UniBooks (http://www.unibooks.com.au), if you are unable to find the required text with UniBooks we suggest you contact the Curtin University Bookshop (http://bookshop.curtin.edu.au).
Unit Pre-Requisites

Open Universities Australia and Curtin University impose pre-requisites for some units of study. This is due to the level of required knowledge you need to be able to successfully complete the chosen unit. Please check the OUA website to ensure that you have the required knowledge and study background to undertake your next unit.

Credit for Recognised Learning
(formerly RPL)

If you have completed some relevant TAFE or tertiary study prior to your Open Universities study, you may be eligible for Credit. Applications are made through OUA Melbourne, contact details at the front of this booklet. Credit applications will only be assessed after successful admission to your course of study.

Submitting Assessments

All assignments, essays and tutorials should be submitted via Drop Box within Blackboard and not directly to your Tutor unless specified otherwise in your Unit Outline.

Assignment Attachment Forms are to be completed and attached to every submission. Forms can be printed from Curtin’s Open Universities Australia (OUA) website at http://elearn.curtin.edu.au/open/submission.cfm

Alternative method of Submitting Assessments

If you are instructed to submit your assessments to Flexible Learning Support, please ensure they reach our office by the due date. Postage dates are not taken into account:

Email: opencurtin@curtin.edu.au

Post: Flexible Learning Support
Curtin Teaching and Learning
Curtin University
GPO Box U1987
Perth WA 6845

Fax: (+618) 9266 2777

Hand-delivery (there is a postbox available all hours outside the building):

Flexible Learning Support
Curtin Teaching and Learning
Curtin University
Building 603/ 6 Sarich Way
Technology Park, Bentley WA 6102

Please be sure to use your Curtin provided email address when corresponding with Flexible Learning Support.
Examinations

The Unit Outline contains information on the assessment requirements of the unit including whether there are mid and final supervised examinations.

Mid-Study Period Examinations

If your unit has a Mid-Study Period examination this will be handled by Curtin and not OUA.

You must nominate a venue from the list of prearranged venues, found on the ‘Open Universities at Curtin’ website (http://elearn.curtin.edu.au/oua/study/exam/mid_reg.cfm). If you can’t attend one of these venues, you may choose to nominate an invigilator to supervise you. Your invigilator must be a Justice of the Peace (JP), minister of religion, librarian, police officer, teacher, lecturer or other suitably qualified person. Supervisors may not be a friend, relative, work colleague or neighbour.

Please ensure that your completed invigilator nomination form is received by the Flexible Learning Support Office by the end of week 2 of the study period. Failure to submit your form by this date may leave you ineligible to sit your Mid-Study Period examination.

A separate form must be submitted for each Mid-Study Period examination. You will sit your test under the supervision of your invigilator and strict examination conditions.

Further Mid-Study Period examinations information and the downloadable nomination forms can be found at http://elearn.curtin.edu.au/oua/study/examinations.cfm

Please note: You will receive email acknowledgement of the receipt of your invigilation nomination form(s) once ALL nomination forms have been received and processed by the Flexible Learning Support Office.

You will not be responsible for any invigilation costs incurred in relation to Mid-Study Period Examinations

Mid-Study Period Examination Timetable

The Mid-Study Period examination timetable is available online on Curtin’s OUA examination website (http://elearn.curtin.edu.au/oua/study/exam_timetable.cfm). If your unit’s assessment includes a Mid-Study Period invigilated examination, please check this timetable carefully and take note of the time and date that your examination is to be held. Please ensure that your nominated invigilator is aware of the date and time of your examination.

You can find more detailed information about Mid-Study Period examinations on the Examinations page of Curtin’s OUA website http://elearn.curtin.edu.au/open/exam.cfm

Final Examinations

The final invigilated examinations are organised by OUA Exam Services.

Final Examination Venue
Nominations and Timetable

The final examinations venue nomination and timetable can be accessed via ‘My Study Centre’. You will receive a series of email from OUA Exam Services when they are available.

Key dates and other important information can be found on the following website: [http://www.open.edu.au/student-admin-and-support/exams-and-results/exam-key-dates](http://www.open.edu.au/student-admin-and-support/exams-and-results/exam-key-dates)

Special examination arrangements

Special examination arrangements can be made for those with chronic medical conditions or disabilities. There are very specific steps you need to follow to arrange special examinations:

**Mid-Study Period**

1. Contact the Curtin University Counselling Service
2. Advise OUAExams at Curtin that you require alternate exam arrangements
3. Ensure that approval for your alternate exam is received by OUAExams at Curtin by week four of your study period.
Final Examinations

1. Contact OUA Exam Services
2. Contact the Curtin University Counselling Service
3. Advise OUAExams at Curtin that you require alternate exam arrangements
4. Ensure that approval for your alternate exam is received by OUAExams at Curtin by week four of your study period.

The University Counselling Service (Disability Counsellor) can be contacted by phone on (+618) 9266 7850 or 1800 651 878 for regional and interstate callers.


Results

Your results will be published in OASIS (http://oasis.curtin.edu.au) according to the schedule below:

<table>
<thead>
<tr>
<th>Study Periods</th>
<th>SP1 2013</th>
<th>SP2 2013</th>
<th>SP3 2013</th>
<th>SP4 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results Published</td>
<td>3 July 2013</td>
<td>2 October 2013</td>
<td>1 January 2014</td>
<td>2 April 2014</td>
</tr>
</tbody>
</table>

Please Note: The Flexible Learning Support Office at Curtin University CANNOT release results prior to the official publication dates as shown above, under any circumstances.
Access your results by following these steps:

Step 1
Log in to OASIS (http://oasis.curtin.edu.au)
Further instructions can be found on page 17.

Step 2
Click on the my studies tab.

Step 3
Click on the My Results button to access your results.
A new window will open showing your results.
Please note: An unofficial transcript can be emailed from OASIS. If, however, you require an official transcript, you can request one from Student Central for a fee. Curtin has an Online Payment system that you can use to make document requests. Visit the Online Payments website at https://payments.curtin.edu.au/OneStopWeb/aspx/Tranlist.aspx. The Curtin transcript will include only those units studied through Curtin.
Graduation

Please see the following website for a checklist on what you must do to graduate:
http://graduations.curtin.edu.au/checklist.cfm. The Intention to Graduate Form may also be downloaded from the website. There is a list of dates and deadlines which must be adhered to: http://graduations.curtin.edu.au/datesdeadlines.cfm

Application for Assessment Extension (also known as Deferred Assessment)

Under certain circumstances you may be able to defer an assessment (usually the final assessment) for a unit. For an Application for Assessment Extension form and detailed information visit the following website: http://examinations.curtin.edu.au/students/sup_exam.cfm#defer.

Withdrawals

All Unit and Course Withdrawal requests (before and after census dates) are handled by Open Universities Australia in Melbourne. If you wish to withdraw please visit the OUA website (http://www.open.edu.au) to submit the Online Enquiry form. Further information can be found on the website. Withdrawal applications will then be forwarded to Curtin for processing. Please check eStudent (within OASIS) to see that your withdrawal has been finalised.

Withdrawals lodged prior to the census date may be eligible for a refund or a re-credit of HECS-HELP balance, while withdrawals after the census date for the study period will not be eligible for any refund and the Australian Taxation office will be notified of the full value of the debt.

Please note: Withdrawals will be accepted without academic penalty until Sunday of Week Six of your particular study period. Your re-enrolment into the next study period will be affected if you DO NOT withdraw by this date. Additionally this will result in a FAIL being recorded on your academic record.
Leave of Absence
For each study period you want as a break from study, you need to apply for a Leave of Absence (LOA). The LOA form is found in “My Study Centre” and must be submitted to OUA Melbourne. The LOA application form will then be forwarded to Curtin for processing. Please check eStudent (in OASIS) to see that your LOA has been finalised.

Change of Student Details
All changes of student details must be done through Open Universities Australia. It is important that you inform Open Universities Australia of any changes to your contact details so that you will receive updated information.

If you wish to change your name, you must provide a certified copy of a legal document with your change of name (eg a marriage certificate or passport) to Open Universities Australia.

Academic Performance
As a Commonwealth Supported Student your academic performance is monitored. This can mean that you may have your academic status reduced from Good Standing to Conditional or even Terminated.

If your academic status changes you will be informed by Official Communication (the Official Communication Channel is located on the Welcome tab in OASIS).

There are strict guidelines to follow if you wish to appeal against the change in your academic status. Further information can be found on Curtin’s Current Students’ website (http://students.curtin.edu.au/administration/enrolment/status.cfm)

Crisis Support Counselling
Open Universities Australia and Curtin University understand that students often juggle study with work, family and other commitments. Balancing competing demands and heavy workloads can have an impact on students and result in difficult emotional responses, such as anxiety, anger, loss of focus and self-doubt.

Open Universities Australia offers a free, confidential telephone counselling service to all enrolled OUA students. Call 1300 923 804 or email counselling@open.edu.au or visit their website at https://www.open.edu.au/student-admin-and-support/student-support-services/student-counselling/.

In addition to the counselling service provided by Open Universities Australia, Curtin University offers a variety of counselling services, visit their website at http://unilife.curtin.edu.au/health_wellbeing/counselling_services.htm for full details.

Special Circumstances
Special circumstances are circumstances beyond your control that did not make their full impact until after the Census Date and made it impractical for you to complete the study requirements of your units. For more information please go to: fees.curtin.edu.au/refunds.cfm

To apply for a refund or to have your HECS-HELP balance re-credited under Special Circumstances, please fill in the Withdrawal Under Special Circumstances (WUSC) form in Quick Forms on OASIS and forward it to the Curtin University Fee Centre. You will be required to provide documentation to support your application. It is critical that you read the WUSC guidelines on the Fees Centre website (fees.curtin.edu.au/guidelines.cfm#WUSC) to be able to access the WUSC online webform.
OASIS, BLACKBOARD AND ONLINE RESOURCES
OASIS stands for Online Access to Student Information Services - a secure web portal provided to all Curtin students, available online at [http://oasis.curtin.edu.au](http://oasis.curtin.edu.au).

OASIS is your gateway to access a whole range of online services at Curtin:

- **The Official Communications Channel (OCC)** through which Curtin will communicate with you in an official capacity. You need to access your OCC inbox regularly to receive and read official correspondence. The University will communicate important information regarding your studies via the OCC. It is a condition of your enrolment that you read your OCC at least weekly. Curtin monitor if and when you read your Official Communications.

- A Curtin-provided **student email account** - separate to the OCC for you to use to communicate with other students, staff and Curtin departments. You must use this account when corresponding with the Flexible Learning Support Office at Curtin.

- **Access to information such as exam results** (a single, more secure login).

- **Access to your student record** through eStudent. You can view your personal and enrolment details, study plan and results history (academic record).

- **A single login** through OASIS to Blackboard...

- **Access to Library resources**

- Information regarding campus and guild facilities and services, including **University Life**, Careers at Curtin (job board and other news), Curtin Alumni, Curtin Stadium and many other areas of interest.

It is a condition of enrolment at Curtin that you activate your OASIS account and access OASIS regularly (at least weekly) to receive official communications from the University via the OCC.
Logging into OASIS

Before logging into OASIS for the first time, you must activate your account. To do so, click on the ‘Activate your account’ link located in the User Login box and follow the prompts.

You will need your Curtin ID (also known as your Curtin Student Number) to activate your account.

Account Activation

Step 1 of 3 - Identity verification

Curtin ID: 
Date of Birth: (DD/MM/YYYY)

Once you have activated your account, you will be able to log into OASIS by entering your Curtin ID and Password in the User Login box. You will not be required to activate your account again during the study period in which you are enrolled. Should you return to Curtin to study a unit at a later stage, you may be required to reactivate your account.

Your OASIS password expires every 75 days. You will receive notification and instructions when your password is about to expire. Should you forget your password, you can reset it by clicking on the ‘Forgot your password?’ link in the User Login box.

If you have any problems activating or logging in to your OASIS account, please call the OASIS Central helpline on: (+618) 9266 1222.
Student Email

Email is the process of sending text messages in electronic form and allows you to instantly communicate with your friends and fellow students around the world, all from the comfort of your workstation.

Each student is allocated a Curtin provided email address when they are admitted to the University. This service is accessible through OASIS and is a hosted service known as Live@edu provided by Microsoft in cooperation with Curtin.

Your student email account (e.g. yourname@student.curtin.edu.au) is for your own private use and must not be confused with the Official Communications Channel.

Your lecturers and tutors may communicate with you using your student email address, and some areas of the University (for example Student Central and the Flexible Learning Support Office) will not accept emails from other email accounts. Your Student Email account is accessible via the “my email” box on the welcome tab in OASIS.

For help using the student email service, there is a Using Student Email guide available under the “Help” link in the top right-hand corner of any screen in OASIS.

Your Student Email account stays active while you are enrolled at Curtin and if you complete your course you will retain access for life. Student email accounts have a maximum of 10GB of mail storage. Because Student Email is web-based, you can access it through a web browser on any computer that is connected to the Internet, anytime, anywhere in the world.

As all students at Curtin have a student email address, you will find it easier to stay in touch with your study groups, teaching staff, and other University contacts using your Curtin student email account. Your tutors and lecturers may also email class information, course details, or other information related to your studies at Curtin to your student email account, so be sure to check the service regularly.
Email Etiquette

It is highly recommended that you take the time to read the Email Etiquette Guide for Students (available under the “Help” link within OASIS) to familiarise yourself with some email do’s and don’ts.

Official Communications

Official Communications from the University are also sent to you via OASIS and appear in the Official Communications Channel (below the “my email” channel) on the welcome tab. Curtin University and the Flexible Learning Support Office may use the Official Communication Channel to advise you of important information required for your unit(s) of study.

Official Communications differ from emails as you cannot delete, forward or reply to those you have received. Curtin also monitor if and when you read your Official Communications.

e-Exemptions

If you are unable to access services provided through OASIS due to a medical condition, disability or some other compelling reason, you can apply for an exemption from using OASIS and receiving official correspondence via the OCC.

Requests for exemption will be approved only in exceptional circumstances and only where clear evidence of a genuine inability to access OASIS on at least a weekly basis is provided.

Students who wish to be exempted must apply, in writing, to the Director, Student Services providing the necessary supporting evidence. They must complete an Application for eExemption form which is available online (http://students.curtin.edu.au/administration/forms.cfm).

If an eExemption is approved, the University will make information available to you through alternate means.

StartUp

The Startup site, available via OASIS, provides many useful resources to students; including software downloads such as EndNote and Adobe Reader. A ‘Startup’ tab is available from the Welcome tab of OASIS, just above your email channel.

Alerts and Reminders

When you’re busy, it’s easy to forget important information and due dates. Sometimes missing this information can have serious consequences (for example, the cancellation of your enrolment or incurring late fees), so OASIS provides students with alerts and reminders to try to prevent this from happening.

Both alerts and reminders appear on the Welcome tab and are automatically triggered and personalised based on your enrolment. You will never receive an alert or reminder that’s not relevant to you.

Alerts are for serious issues that require your action – such as paying your tuition fees or notification of sanctions.

Reminders are still personalised, but don’t necessarily require your action. Reminders include notification of the key administration dates and results release. Unlike an alert, a reminder can be closed. An alert will remain on your OASIS screen until action is taken, when it will then be automatically removed.
Blackboard

Access to Blackboard is provided within OASIS under the my studies tab. Please note that if you are a new student to Curtin, you must first activate your OASIS account or you will not be able to gain access to Blackboard. Instructions on activating your OASIS account are found on page 17.

Access Blackboard via OASIS by following these steps:

1. Login to OASIS and click on the my studies tab.
2. In the my studies page, there is an icon indicating Blackboard. Click on the icon and it will take you to Blackboard.

3. On logging into Blackboard, you will see a list of your units.

4. Select your unit from the list and begin (or continue) your online studies.

If you do not have access to the unit via Blackboard, please contact your Unit Coordinator.

Blackboard Mobile Learn allows you to access your materials from a range of mobile devices. Please see the following website for more details: http://elearn.curtin.edu.au/help/mobilelearn/mobilelearn.cfm.

Please note: Your unit information will be available from within Blackboard from the start of your particular study period.

Note: Assignments cannot be uploaded to Blackboard through the Dropbox Assignment Tool from the iPad.
As OUA units at Curtin are conducted online, you must ensure that you have the minimum computer requirements.

You will find a comprehensive list of requirements including:

- hardware,
- browsers,
- cookies,
- Java settings and
- Plugins

on the following website:  http://elearn.curtin.edu.au/help/techreq/technical.cfm
TIPS FOR STUDYING ONLINE
When studying online you may like to follow some of these tips:

1. Check your Curtin student email account regularly to receive messages and updates from your lecturer/tutors.

2. Check the announcement areas/bulletin/discussion boards within your Blackboard units regularly as your lecturer/tutor may use these areas to communicate new information and updates.

3. When available, use discussion boards within your Blackboard units to communicate with other students. Sometimes, discussion via a discussion board is primarily concerned with ‘how’ you are studying; at other times, sustained discussion is required as part of your learning; you should, in all cases, use the discussion board in the way that is recommended or required in the unit, while taking full advantage of the chance to share your ideas and problems with staff and other students.

4. It is a good idea to read through all existing messages on the discussion board before you make a posting, as you will often find that common questions or problems have been asked (and already answered) by other students or your lecturer/tutors.

5. If you have a slow connection, download the essential files so that you can read them offline. In some units, you will be able to ‘compile’ many or all of the contents of your unit and save them as a single document on your own computer for printing or reading later.

6. You will only have access to the online materials (including library access) for the period in which you are enrolled, so you may like to print some of the materials in your online unit if you think you may need to refer to them later.

7. Not all units work in the same manner – some, for example, emphasise use of a discussion group and some have different requirements for the submission of assignments, or use interactive features such as quizzes. In all cases, we recommend that you familiarise yourself with the way a unit uses internet-based learning and be prepared to adapt your approach to suit a unit.
You will need to use the resources and support available from the Curtin University Library to successfully complete your studies.

The Curtin Library, through the Library website and Blackboard, provides access to:

- Required readings for your units via Electronic Reserve (e-Reserve)
- Full text Journal articles via the Library catalogue and databases
- Help with research skills via the Interactive tutorials
- Referencing resources
- Course and subject specific student resources via the LibGuides
- Exam resources

Visit the Library website online at [http://library.curtin.edu.au/](http://library.curtin.edu.au/) for more information on the service and resources that are available to you.
Important Things for You to Remember

You must activate your OASIS account (see page ) in order to access the Library resources. You will need to use your Curtin ID and OASIS password to log in to library functions such as e-Reserve, the Library catalogue, Library databases and exam papers.

If you can get to one of our Libraries (see the web site for locations) you might like to visit in person and borrow print resources from the Library. Students intending to borrow from the Library in person need a student ID card before they are able to borrow items. Information about getting a student ID card is available from the Curtin Student Services at [http://students.curtin.edu.au/administration/id_cards.cfm](http://students.curtin.edu.au/administration/id_cards.cfm). Please note, if you have items on loan, Library notices are sent via the Curtin Official Communications Channel in OASIS so remember to check this every week.
e-Reserve

It is very likely that your lecturer will have placed resources (i.e. articles, chapters of books, links to e books, conference papers) on electronic reserve (e-Reserve) for your unit. You will need to access these resources to successfully complete your unit. In addition, your Unit Outline or other course material may direct you to online readings. e-Reserve resources can be accessed directly by using the “Reserve Items” link in the Unit Information box under the “my studies” tab in OASIS, via your units on Blackboard. To open an article, click on the link under the Full Text column. Don’t forget you will need your Curtin ID and OASIS password to access resources on e-Reserve.

You can also access e-Reserve via the library catalogue. For instructions and more information - see the library website (http://library.curtin.edu.au/). To search e-Reserve in the catalogue. Access the Library website (http://library.curtin.edu.au) and click on More search options, then click on ‘Reserve and e-Reserve’. Enter one of the following in the search box:

- Unit Name - e.g. Management 100
- Lecturer - type your lecturer’s surname and initial or first name
- Unit Number - e.g. 10848 is the unit number for Management 100
- Title - type the exact title of a reserve item.

You can also search using keywords from your topic.
**The Library Catalogue**

The Library catalogue allows you to discover and access ebooks, streamed videos, online full text journal articles and much more provided by the Curtin Library.

**Use the Library Databases**

The library databases are electronic indexes to articles in journals, many of which are available to you online in full text. Most can be accessed via the Library catalogue but you can also search the databases directly using keywords from your topic. To log into the Library databases you must use your Curtin ID and OASIS password. Many databases will give you the full text of articles which you can immediately print, download, save to disk or email. To access the databases just go to the Library’s web page and choose Databases on the right hand side.
Learn how to access and use Library resources (choose Study and Research tools from the Library home page).

- Library Interactive web tutorials (on the right hand side of the page)
- LibGuides to your subject areas and much more

How to find help

If you need help finding resources on your topic, or understanding how to use the Library’s online resources please contact the Library. Click on Library help on the Library’s web page. This will give you access to “Contact a Librarian” and pathways to ask for help including email, real-time online chat, phone and post.
Curtin policies and guidelines
As a student at Curtin you should be aware of your rights and responsibilities.

Please take the time to browse through the Students Rights and Responsibilities website at http://students.curtin.edu.au/rights/.

In particular, you should familiarise yourself with the following sections:

- Copyright
- Plagiarism
- Academic misconduct.

Access, equity and disability
Curtin is committed to providing educational opportunities for students with special needs. If you have any disabilities that may affect your studies, please contact Disability @ Curtin:

Telephone: (+618) 9266 7850
TTY: (+618) 9266 4112
Freecall: 1800 651 878 (Australia Only)

Email: disabilityservices@curtin.edu.au

Website: http://disability.curtin.edu.au

Location: Building 109
Bentley Campus
Cnr Kent Street and Hayman Road
BENTLEY WA  6102

Hours: Monday – Friday
8.30am to 5.00pm
Other times by appointment
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Information in this publication is correct at the time of printing, but may change from time to time. For the most up-to-date details on Curtin’s prerequisites, refer to the TISC website at: tisc.edu.au

Curtin Teaching and Learning makes every effort to ensure the information contained within this book is accurate at the time of publication. As information changes please consult the website (http://elearn.curtin.edu.au/oua/) for current information.

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Part-time study, external study and online learning is only available to international students studying outside Australia. International students studying on a student visa in Australia cannot study part-time or externally. Some courses are not available to international students.

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