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Dear BCA student

Welcome to **semester 1, 2018** 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. In some cases, it repeats information that you have received in previous semesters; however it also contains new or updated info. We hope you will find it a useful checklist.

SEMESTER START DATE – semester 1, 2018

The *BCA semester* starts on ***Monday 26 February** *regardless of which university you are enrolled in*. (This is the official start date for 4 BCA universities (Adelaide, Macquarie, Monash and Melbourne, with official start dates at the Universities of Queensland and Sydney being one week earlier and one week later respectively.)

The exception to this start date is the one for students enrolled in Epidemiology (EPI) delivered by the University of Queensland (UQ). This is because the UQ semester starts on **19 Feb** and this unit (course, subject) is delivered to a larger student cohort at UQ. Students enrolled in EPI their home universities (except UQ) will start this unit on 26 Feb.

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 the welcome email from unit coordinators on Friday 23 Feb. 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 we have in our 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 mail out materials. Where readings are included in unit materials, these will be mailed.09

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 (at least) 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.

E-LEARNING (Blackboard)

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

The LMS used in 1-2018 will be Blackboard. The LMS will transfer to Canvas in semester 2.

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 1-2018”.

*** EXCEPTIONS: Important note for students enrolled in Epidemiology (EPI) and Survival Analysis (SVA)**

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](#) 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 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.

SVA is also delivered to larger cohort of students enrolled in a range of degrees, from Macquarie University.

SVA **will** be delivered on the BCA Blackboard site to students enrolled in BCA courses (Grad Cert, Grad Dip, Masters).

SVA **will not** be delivered on the BCA Blackboard site to students enrolled in other courses at Macquarie University, who will be doing SVA (STAT827) as a one-off (non BCA award). It will be delivered to these students on Macquarie ilearn. The [unit coordinator](#) will explain procedures for this in their ‘coordinator welcome’ email.

[STUDENT RESOURCES](#) can be found on the BCA website.

Entries include: contact details; BCA Program Outline; BCA curriculum; Textbook & Software Guide for Students; 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 BCA 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 *Textbook and Software Guide for students* 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 student information.

COMMUNICATION with program and unit coordinators

- See [here](#) for a list of program coordinators and university postgraduate administrators
- See [here](#) for a list of unit coordinators for the current semester

HOME UNIVERSITY 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 instructions for redirecting your mail.

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

These sites are called variously at different universities: MyUni (University of Sydney); MyUQ (University of Queensland); Student Portal (University of Melbourne); my.monash portal (Monash University); 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 Students" 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 is a DEEWR generated date which carries 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