About this booklet
This booklet is designed to provide you with some key pieces of information that should be useful when helping students plan their degree.

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Unit levels on the planned degree form

- For first year students 100 level units should be studied in the first semester. If not check credit for previous study.
- In the second semester, some 200 level units may be studied (prereq of 12 credit points for instance).

Major

- If the student is unsure of the major they want to study, suggest the student studies the 100 level units in two or three majors, to get a feel for them. This can spread over the first year, and the units done that are not part of the major are counted as general credit.
- A major is usually 24 credit points (cps) with 12 cps at 300 level.
- A major can be taken outside of the Faculty of Arts.
- The major will be shown on the testamur and completed transcript.
- A major can be changed.

Minor

- A minor is 12 distinct cps from an approved major, including 6 distinct cps at 300-level.
- The minor will not be shown on the testamur.
- Completed minors will appear on the transcript if identified as part of expected completion advice to the University.

People and Planet Units

Explain to the students that People and Planet units are easier to study at 100 level in the first year of the degree as there is more choice. These units must be done and once a student moves into second year it is more difficult to fit these in.

- List in handbook
- One from outside the department of the student’s major, one from different Faculty.

PACE Units

Some students may want to talk about these units. Refer them to Handbook, or explain what they are and that they happen in second or third year.

Changing units

Students can change the units they select to study without penalty until Census Date.

Census Date

This is the date enrolment must be cancelled in order for students not be liable for HECS charges or tuition fees for a unit.

Remaining enrolled after the census date means all HECS charges or tuition fees for that unit will be charged to the student.

The census dates are 31 March (first half-year) and 31 August (second half-year).
Full or Part Time

- Check the student knows what they want to do around this and check that they have enough units selected.
- **Full time** study is three or four units of study per session.
- **Part time** is one or two units per session.
- Students can switch between the two.

Double degrees

- **Only one People and Planet unit is required in a double degree,** BUT they must come from two different Faculties.
- Double degrees take four to five years full time.
- There is usually a structured program of study. Consult handbook.

Concurrent degrees

- Study two separate degrees together
- Enroll in the second in second year
- Get general credit from the first degree for the second (limited)
- At least 5 yrs fulltime study
- **Units at 100 and 200 level** - Appropriate units in first degree, with a credit point value of up to 18 credit points at 100 level and up to 12 credit points at 200 level, may count twice: i.e. they may count towards first degree and (because of the credit for previous study) count towards second degree also.
- People and Planet must be done in both degrees.

Advice in the future

Student may want advice in the future about the **content of units**, or which units would complement his/her major. The student should:

- Check UNITS on website
- Talk to an academic. Appointments can be made by ringing the Arts Student Centre (9850 6783), or using ask.mq.edu.au.

Student may want to talk again about structuring his/her degree, or what they must do to complete. The student should:

- Talk to someone at the Arts Student Centre (Ground Floor, W6A), or use ask.mq.edu.au.

Changing degree after enrolling in Arts

- First advice is to excel at what they enroll in NOW
- Ensure they have a program planned in the degree they were accepted to, if they don’t get the marks to change.
- Encourage them to talk to the Dept./Faculty they are thinking of applying to – many students get into ARTS, but want to change to FBE for instance. Tell them to go and have a chat to the advisors in that Faculty
• New students - To apply to change course before commencing studies Macquarie, contact Admissions Officer listed on Letter of Offer. Student may need to complete and submit a new application form, as well as pay the application fee of AU$110

• Later on the student will need to follow the requirements for Existing Students who wish to change their course. Students who meet the requirements are encouraged to fill out the ‘Transfer between Courses at North Ryde’ form and submit it to the Coursework Studies Section in the MUSE building.

• For Internal Course Transfer rules and regulations go to Course Transfer page on the website.

Language students

Language students must be advised by someone from International studies. This is required as it is vital to establish their language qualifications and background.

BA-Psych

BA Psychology is not an Arts degree. Any student enrolling in this degree, or wanting to do so, must go to Human Sciences for advising. No exceptions.

Law advising

For students who require some information about Law or students wanting to do Law

• If the student wants to do Law, did not get the ATAR, but wants to do Law in the future, there are LEX units and PICT units they will be interested in.

Information about transferring into Law

Pre-Law Pathway for students commencing in 2014

New Students (commencing their studies at Macquarie in 2014) who have been admitted to a non-law degree at Macquarie University can apply for admission to the Pre-Law Pathway prior to their first session of studies if they meet the following criteria:

• completed their HSC in 2013
• accepted an approved single degree (such as B.Arts/B.Commerce/B. Science /B.SocSci, or Psychology) at Macquarie

SIBT students

• Come with a list of credit for previous study (CPS). However, the credit can only apply if they are Arts units, (or People and Planet units.)

• So, if they have 24cp of CPS and want to enroll in an Arts unit which has a prereq of 24cp, if their CPS includes Science units for instance, they cannot use that credit, unless also P&P units as stated.

• Check their CPS and look at what they plan to study with care to ensure they enroll in units and programs they have prepared for.
• attained an ATAR of 93+ (Minimum ATAR to be established each year). Bonus points can contribute towards this ATAR requirement.

Admission to the Pre-Law Pathway allows students in a Macquarie non-law degree to undertake introductory law units as a pathway to the Bachelor of Laws. Students approved for entry will have waivers loaded to allow enrolment in LAW115, LAWS104, LAWS108, and LAWS109.

Application for the Pre-Law Pathway is made directly to Macquarie Law School. Applications opened on Friday 17th January, 2014 and closed on Sunday 2nd February. Applicants will be advised of the outcome via email.

Pre-Law Pathway for students already enrolled in a non-law degree at Macquarie

Existing Students already enrolled in a non-law degree at Macquarie must meet the following criteria for admission to the Pre-Law Pathway:

Session 1
• 18cp of non-law units
• minimum overall GPA 3.0

Session 2
• 24cp of non-law units, including Lex 101 or Lex 102
• minimum overall GPA 3.0

law.mq.edu.au