

Student enquiries (coursework): a quick reference guide for academic colleagues

Students seek and appreciate advice from academic colleagues about a wide-array of topics. This could include subject and discipline advice, enrolment management/student administration, career outcomes, and the services available on campus.

This quick guide covers the common enquires that arise at the start of semester. It outlines how students can obtain assistance, the advice provided by academic colleagues, and the services available at Stop 1.

In summary, Subject Coordinators are the “go to” point for:

- Providing advice about their discipline, and subject content and requirements and how students are progressing in their subject.
- Waiving subject prerequisites and corequisites.
- Allowing enrolment in subjects in week 3 or 4 of semester.
- Approving extensions of up to 10 days.

Requisite Waivers

If you are listed as Subject Coordinator in the University Handbook, students may ask if a prerequisite and/or co-requisite listed for your subject/s can be waived on the basis on their previous study* (Note: Subject Coordinators are unable to waive course requirements or course progression rules).

Please provide your advice to the student in writing. Students can then attach your email as evidence of approval for a [requisite waiver](#) when they submit an [online Enrolment Variation \(EV\) form to Stop 1](#). The Stop 1 team will assess the EV request, update the student’s enrolment and provide a written outcome to the student.

- * Where information on equivalents to VCE studies is available (e.g. first year mathematics prerequisites) please refer the student directly to Stop 1: you don’t need to provide written advice. Further details are available on the [FAQ](#).

Enrolment in a subject after week 2 of semester

For semester-based subjects, students can usually self-enrol up until the end of Week 2. Enrolment in a subject after this date (and before the subject’s census date) requires Subject Coordinator approval.

Please consider if it is academically feasible for the student to catch up, especially for subjects where the content builds on material covered in previous weeks or other key information has been conveyed in the initial weeks. If you approve a student enrolling in your subject after the last day to self-enrol, please provide your advice in writing to the student. Students then need to attach your approval when they submit an [online Enrolment Variation \(EV\) form](#) to Stop 1. The Stop 1 team will assess the EV request, update the student’s enrolment and provide a written outcome to the student.

Please note that students may not enrol in a subject after the census date, even with Subject Coordinator permission. Please contact your ASO Manager if there are special circumstances.

The last date to self-enrol, census dates, teaching start dates and other key dates are published in the subject entries in the [University Handbook](#).

Taking a subject not listed as part of their course in the University Handbook or in their online Study Plan

Students may seek your approval to take a subject that is not listed as allowed or available in their course, or to make changes to the major requirements detailed in the University Handbook. These changes cannot be approved by Subject Coordinators, and may require approval by relevant Program Director (undergraduate) or Associate Dean (graduate).

Please refer students to [Stop 1](#). The Stop 1 team will assess whether there are any conditions under which their request may be allowable and advise the student of next steps (including where to obtain the appropriate approval).

Advice about subject or major selection

Students may contact you for detailed advice about what particular subjects, majors or disciplines entail, and/or subject selection and their progress in the subject/s that you coordinate. Your insights and expertise are invaluable, and students are encouraged to seek this type of advice from academics.

If students are seeking advice outside your areas of expertise, please refer them to relevant academic colleagues, the University Handbook, or information on your faculty or school's website. Students can also visit [Stop 1](#) for course advice.

Advice on subject selection for overseas exchange and study abroad studies

Stop 1 staff can assist students with planning subjects for overseas study. If students require further subject-specific advice, refer them to the list of [Discipline Advisors and Program Directors](#) for their Faculty or Graduate School.

Credit and non-credit exemptions

Students may ask if they are eligible for credit or a [non-credit exemption](#) on the basis on having previously completed equivalent subjects. You are not required to provide approval. Instead, the student will need to [apply for Advanced Standing](#).

Academic adjustments or attendance options

Students with a disability, medical condition, carer responsibilities or who are army reservists/elite athletes are eligible for adjustments to their participation or assessment. They need to have provided appropriate documentation and have an initial meeting with the Stop 1 [Student Equity and Disability Support Team](#) who will prepare an Academic Adjustment Plan (AAP).

Special consideration (for unexpected circumstances)

Students may request an extension of up to 10 days directly from their Subject Coordinator, lecturer or tutor. Any request for extensions beyond that, or for other forms of Special Consideration for unexpected circumstances, can be submitted online via the Special Consideration form. Contact the Stop 1 [Student Equity and Disability Support Team](#).

Exam and results reviews

Students can request to review their examination scripts from the previous semester at any time before the end of the second week of the following semester. Students may also contact you seeking feedback on their mark for a subject. Refer to the FAQs on [Results Review](#) and [Exam Reviews](#) for more information.

There is also an [Assessments and Results web resource](#) for students and colleagues that covers topics such as: exam dates and timetables; what to do an exam day; study skills and resources; wellbeing during exams; viewing results and the grading scheme, failing subjects, academic statements and graduation.

Services provided by Stop 1

[Stop 1](#) is the home of student services, online, in person and on the phone. Students can access a range of advising services through Stop 1, including:

- Administration
- Enrolment help and course or subject advice
- Housing and financial aid
- Equity and disability support
- Future study
- International student support
- Transition to University
- Academic skills and learning support
- Careers and employability
- Overseas study, volunteering, and internships
- Safer Community Program

Health and wellbeing services

A range of [health and wellbeing](#) services are available to students and staff, including a free [counselling service](#) for personal and/or academic issues.

Further information and feedback

Please contact us direct if you need more information. Our email and phone contacts for the enrolment and other services covered by this guide are listed in the [Activity Referral Guide](#).

Questions and comments about this guide are welcome. Please contact Ngaere Blair (Manager, Course Planning and Equity; ngaere.blair@unimelb.edu.au) or Kris Day (Manager, Enrolment and Academic Records; kjday@unimelb.edu.au).