

Enrolling & Timetabling

A student's guide.

CRICOS 00025B • TEQSA PRV12080

Acknowledgement of Country

The University of Queensland (UQ)
acknowledges the Traditional Owners and their
custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their
descendants, who continue cultural and spiritual
connections to Country.

We recognise their valuable contributions to
Australian and global society.



01 Key Information

- Enrolment Dates
- Understanding the difference between Faculty & School
- Modes of Study
- Understanding your Electronic Course Profile (ECP)

Important enrolment dates

Make sure you enrol soon

Date	Event
3 July	My Timetable preferencing closes at 9:00am
14 July	Last date to request a program change through mySI-net
14 July	Domestic students: due date to enrol
17-21 July	Orientation Week (O-week)
21 July	International students: due date to enrol
24 July	Classes commence
4 August	Last date for addition of courses or alteration of enrolment Due date for payment of fees and charges
31 August	Census date Last date to drop courses or cancel enrolment without financial penalty

Faculties and Schools

What is the difference

Faculties

- › Business, Economics & Law
- › Engineering, Architecture & Information Technology
- › Health and Behavioural Sciences
- › Humanities and Social Sciences
- › Medicine
- › Science

School

- » Agriculture and Food Sciences
- » Architecture
- » Biological Sciences
- » Biomedical Sciences
- » Business
- » Chemical Engineering
- » Chemistry and Molecular Biosciences
- » Civil Engineering
- » Communication and Arts
- » Dentistry
- » Earth and Environmental Sciences
- » Economics
- » Education
- » Health and Rehabilitation Sciences
- » Historical and Philosophical Inquiry
- » Human Movement and Nutrition Sciences
- » Information Technology and Electrical Engineering
- » Languages and Cultures
- » Law
- » Mathematics and Physics
- » Mechanical and Mining Engineering
- » Music
- » Nursing, Midwifery and Social Work
- » Pharmacy
- » Political Science and International Studies
- » Psychology
- » Public Health
- » Social Science
- » Veterinary Science

Key terminology



Enrolment

When you enrol in your courses for the semester.



Timetabling

When you select/preference your class times for each of your courses



Program

At UQ degrees are called programs (Bachelor of Arts, Master of Psychology)



Course

Courses are the subjects you study in your program (e.g., BIO2010 or ENGG2021)



Unit

Units are the value of individual courses. Most courses have a value of 2 units and a standard study load is 8 units per semester.



Course Coordinator

Each course is designed and planned by a Course Coordinator – they will often be the main lecturer for your course.

Key terminology



Electronic Course Profile (ECP)

Each course has an ECP that contains important information about that course. Always read your ECP!



Compulsory and Elective Courses

Compulsory courses are mandatory for completing your program; electives are courses you can choose.



Major and Minor

A major combines courses in a program focusing on a specific discipline. Minors are similar, but require fewer courses.



Lecture

A lecture is a presentation delivered by an academic. This is where you'll be taught the theory of your course.



Tutorial

Tutorials or 'tutes' are held in a smaller classroom and involve more interaction between students and the tutor.



Contact Hours

The number of hours per week of teaching activities for a course (lectures, tutorials, workshops, etc.)

Important note for international Students

Standard Full-Time study load is 8 units (generally 4 courses) per semester

International students with a student visa have to complete their program by the end date on their Confirmation of Enrolment (CoE). If you want to reduce the amount of courses you undertake this Semester, we advise you to speak with Student Services and your Faculty.

Grade Structure



Grades

7 = High Distinction



6 = Distinction



5 = Credit



4 = Pass



3 = Fail



2 = Fail



1 = Fail

Pass: progress
in degree

Fail: repeat or
choose alternative



Tip: We do **not** mark on a curve. You achieve against yourself (not your classmates).

Course attendance mode

Courses in your program may be available in more than one delivery mode, depending on program and course requirements.

In Person

- You are required to engage in in-person learning or assessment at a UQ campus or other location at some point.
- An in-person course may incorporate some aspects of online delivery
 - (e.g., online lectures, options for online tutorials, online assessment).

External

- External courses are delivered entirely online, and students must participate online for all learning and assessment.

Always remember to check your ECP for information on attendance modes

Electronic Course Profiles (ECP)

Your ECP (Electronic Course Profile) contains information on courses including:

- Course objectives and aims
- Learning resources required (textbooks, specific software etc.)
- Course learning and teaching activities
- Assessment tasks

To view the ECP for a course you're enrolled in

- Log in to mySI-net (student login required) (*can be accessed via your my.UQ dashboard*)
- Select the 'Enrolments' tile
- Click on the blue information icon beside the course code

Please note: Some ECPs may not be available until the first week of classes.

Accessing your ECP

You can also access your ECP by :

- Searching for your course in the Programs and Courses website
my.uq.edu.au/programs-courses/
- Googling your course code
- If you Google your course Code, make sure you are viewing the right year and semester!

Programs and Courses

Search Programs and Courses:

What can I study?

- A-Z Undergraduate Programs
- A-Z Postgraduate Programs
- Higher Degrees by Research
- Summer Semester courses
- UQ College
- Study Abroad and Incoming Exchange

Browse by faculty

- Business, Economics & Law
- Engineering, Architecture & Information Technology
- Health & Behavioural Sciences
- Humanities & Social Sciences
- Medicine
- Science
- Graduate School

Help and advice

- my.UQ
- Student Centre
- UQ Library
- AQF qualifications
- Courses and Programs Archive

ON THIS SITE

- Starting at UQ
- Programs and courses
- Faculties and schools

What does your ECP look like?

PSYC7112 - Assessment in Psychological Practice

Semester: Sem 1 2023 | Location: St Lucia | Mode: In Person

1. Course Information

Print View

2. Aims & Objectives

3. Learning Resources

4. Learning Activities

5. Assessment

6. Policies & Guidelines

Learning Summary

1. General Course Information

UQ Students: Please access this profile from Learn UQ or mySIS not to access all course contributor details held in this profile.

1.1 Course Details

Course Code: PSYC7112

Course Title: Assessment in Psychological Practice

Coordinating Unit: School of Psychology

Semester: Semester 1, 2023

Mode: In Person

Level: Postgraduate Coursework

Location: St Lucia

Number of Units: 2

Contact Hours Per Week: 7W

3. Learning Resources

3.1 Required Resources

No required learning resources

3.2 Recommended Resources

Association for Assessment in Counselling. (2003). Standards for multicultural assessment. Association for Assessment in Counselling.

<http://aac.ncat.edu/Resources/documents/STANDARDS%20FOR%20MULTICULTURAL%20ASSESSMENT%20FINAL.pdf>

Crowe, S.F. (2010). *Evidence of Absence: A Guide to Cognitive Assessment in Australia*. Australian Academic Press: Australia.

Drozdick, L.W., Holdnack, J.A. & Hilsabeck, R.C. (2011). *Essentials of WMS-IV assessment*. New York: John Wiley & Sons.

Dudgeon, P., Garvey, D., and Pickett, H. (2000). *Working with Indigenous Australians: A handbook for psychologists*. Gunada Press, Curtin Indigenous Research Centre, Perth.

Groth-Marnat, G. (2009). *Handbook of psychological assessment*. (5th ed.). New York: John Wiley.

Kemp, S.L. & Korkman, M. (2010). *Essentials of NEPSY-II assessment*. New York: John Wiley & Sons.

Lezak, M.D., Howieson, D.B., Bigler, E.D., & Tranel, D. (2012). *Neuropsychological assessment*. (5th ed.) New York: Oxford University Press.

Lichtenberger, E.O., Mather, N., Kaufman, N.L., & Kaufman, A.S. (2004). *Essentials of Assessment Report Writing*. Hoboken, New Jersey: John Wiley & Sons.

Lichtenberger, E.O., & Breaux, K.C. (2010). *Essentials of WAI-III and K-TEA-II assessment*. New York: John Wiley & Sons.

Lichtenberger, P.A. (2010). *Handbook of Assessment in Clinical Gerontology*. London: Academic Press.

Manulish, M.E. (2004). *The use of psychological testing for treatment planning and outcomes assessment: General considerations volume I*. Mahwah, N.J.: Lawrence Erlbaum Associates.

Morey, C. (2003). *Essentials of PAI assessment*. New York: John Wiley & Sons.

What does your ECP look like?

4. Teaching & Learning Activities

4.1 Learning Activities

Recording of Lectures: Please be aware that teaching at UQ may be recorded for the benefit of student learning. If you would prefer not to be captured either by voice or image, please advise your course coordinator before class so accommodations can be made. For further information see PPL 3.20.06 [Recording of Teaching at UQ](#).

Date	Activity	Learning Objectives
14 Feb 23 8:00 - 14 Feb 23 16:00	Introduction to Cognitive Assessment (Workshop): This all day workshop focuses on introducing students to cognitive assessments, including underlying theories and processes, as well as brain-behaviour considerations. Readings/Ref: Crowe, 2010; Groth-Marnat; Maruish, 2004; Hebben, 2009	3, 4
20 Feb 23 8:00 - 20 Feb 23 16:00	Introduction to Intellectual Assessment (Workshop): This all day workshop aims to introduce students to the concept of assessing intelligence. We then focus specifically on the administration, scoring, and interpretation of the WAIS-IV and the WISC-V via practical, hands-on activities. Readings/Ref: Flanagan, 2017; Lichten, E, 2009; Hebben, 2009	1, 3, 4
21 Feb 23 8:00 - 21 Feb 23 16:00	Introduction to Assessing Children (Workshop): This all day workshop will cover common assessment tools and techniques for answering child referral questions (e.g., intellectual assessment, academic achievement, learning disorders). We will also take a look at the WIAT-III with hands-on practice and scoring activity. Readings/Ref: Lichten, E, 2010; Sattler, 2005	3
28 Feb 23 8:00 - 28 Feb 23 11:00	Interpretation, Integration, and Reporting (Seminar): This seminar will develop the ability of the students to interpret, integrate, and report (via both written and verbal communication) a client's test results. We will also briefly explore the important role of emotion and behaviour in relation to the interpretation of assessment results. Readings/Ref: Lichten, E, 2004	2
07 Mar 23 8:00 - 07 Mar 23 11:00	Individual differences (Seminar): In this seminar, we explore assessment from the perspective of working within an ATSI context with guest presenter Steve Munns. Readings/Ref: Dudgeon, 2000	3, 4
14 Mar 23 8:00 - 14 Mar 23 11:00	The Assessment of Memory and Attention (Seminar): This seminar will cover common assessment tools used in the assessment of memory and attention in adults and children. Each of these being a core feature of being able to engage in the world around us. Readings/Ref: Drozdick, 2011; Groth-Marnat	3
30 Mar 23 8:30 - 30 Mar 23 15:00	WAIS-IV/WISC-V Competency Assessment (Practical): The WAIS-IV/WISC-V competency assessment task looks to assess your ability to administer elements of the WAIS-IV or WISC-V in a role play context. Individual time allocations will be made closer to the date. Further details can be found in 'Section 5' of this ECP. Readings/Ref: Flanagan, 2017; Lichten, E, 2009	1

5. Assessment

UQ students: Please access the profile from [Learn.UQ](#) or [mySi-net](#) to access all course contributor details held in this profile.

5.1 Assessment Summary

This is a summary of the assessment in the course. For detailed information on each assessment, see [5.5 Assessment Detail](#) below.

COVID-19 IMPACTS: UQ will make every effort to teach and assess as outlined in this course profile. However, the ongoing impacts of COVID-19, including changes to Government health restrictions that may be implemented during the Semester, could result in changes to this course, including assessment. We continue to strive to ensure the learning activities for this course remain accessible to students as far as is practicable, so that the learning objectives can be met. For further information and ongoing updates see <https://about.uq.edu.au/coronavirus/students>.

Assessment Task	Due Date	Weighting	Learning Objectives
Exam - outside Exam Period (School) WAIS-IV/WISC-V Test Administration Competency	30 Mar 23 8:30 - 30 Mar 23 19:00 Individual times will be allocated	30%	1
Report WISC-V/WAIS-IV Report and Video Feedback Session	02 May 23 14:00 Submit via Turnitin (Blackboard link provided for video)	70%	2, 3, 4

5.2 Course Grading

Example criteria for each of the grades can be found in [PPL 3.10.02 Assessment Procedures](#) - section 7 Appendix.

Grade X: No assessable work received.

Grade 1, Low Fail: Absence of evidence of achievement of course learning outcomes.

0-30.99%

Grade 2, Fail: Minimal evidence of achievement of course learning outcomes.

31-42.99%

Grade 3, Marginal Fail: Demonstrated evidence of **developing** achievement of course learning outcomes.

44-55.99%

Grade 4, Pass: Demonstrated evidence of **functional** achievement of course learning outcomes.

56-67.99%

Grade 5, Credit: Demonstrated evidence of **proficient** achievement of course learning outcomes.

68-77.99%

Grade 6, Distinction: Demonstrated evidence of **advanced** achievement of course learning outcomes.

78-87.99%

Grade 7, High Distinction: Demonstrated evidence of **exceptional** achievement of course learning outcomes.

88+%

2 Enrolling

- [mySI-net](#)
- [Enrolling in your courses](#)
- [Where to go for course advice & help](#)

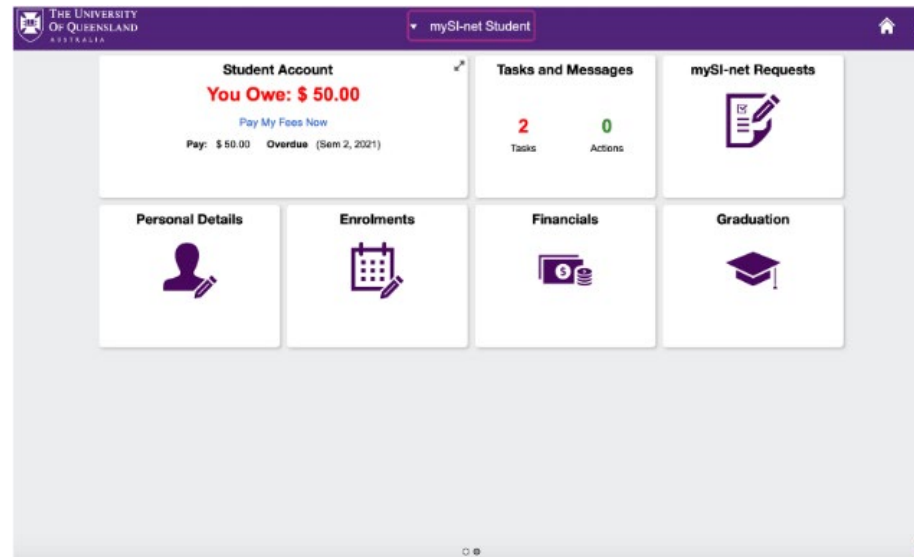
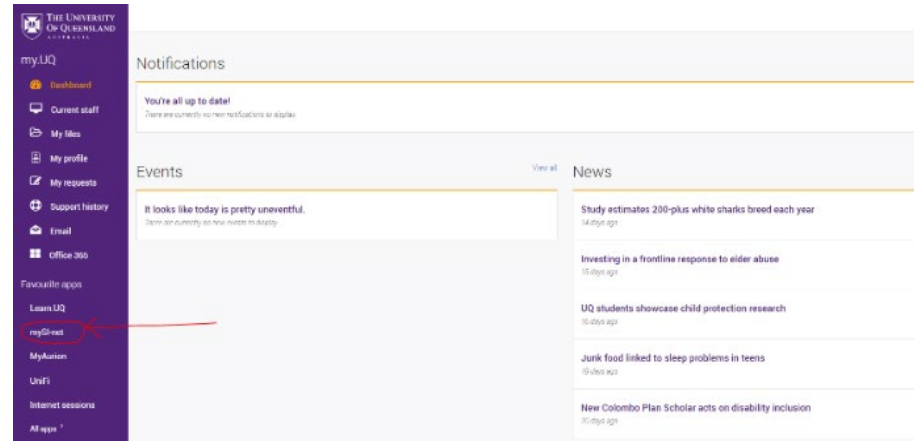
mySI-net

At UQ you use mySI-net to manage your studies.

- You can access mySI-net here:
<https://www.sinet.uq.edu.au>
- Or you can follow the link from your my.UQ dashboard

You use mySI-net to:

- Enrol in your courses
- Update your Personal Details
- Pay your fees
- View final grades
- Request a change of program
- Program summary
- Defer exams



Enrolling using mySI-net

mySI-net Enrol and Timetables

Enrolment Summary Semester 1, 2019

Bachelor of Psychological Science (Honours)

No enrolments exist

[Add Course](#)

1

mySI-net Enrol and Timetables

Enrolment Summary Semester 1, 2019

Bachelor of Psychological Science (Honours)

Search by Course Code

Course Code

Search by Subject Area

Subject Area Description

Subject Area Code

Campus

Academic Career

Keywords

[Search](#)

Course Code	Course Title	Campus	Location	Instruction Mode	Units	Start Date	End Date
PSYC1020	Intro to Psyc: Minds Brain Beh	St Lucia	St Lucia	Internal	2.0	25/02/2019	22/06/2019

[Add Course](#)

2

mySI-net Enrol and Timetables

Enrolment Summary Semester 1, 2019

Bachelor of Psychological Science (Honours)

Search by Course Code

Search by Subject Area

Subject Area Description

Subject Area Code

Campus

Academic Career

Keywords

[Search](#)

[Cancel](#) [Confirmation](#) [Enrol](#)

Semester 1, 2019

Bachelor of Psychological Science (Honours)

School of Psychology

This course is taught in an Intensive Teaching Period.

An administrative charge may be incurred if you do not comply with specific enrolment due dates. For more information please see [my UQ](#).

Course Code

Title

Campus

Location

Mode

[Add Course](#)

3

Where to go to get course advice and help

Faculty of Health and Behavioural Sciences (HABS)

habs@uq.edu.au

Faculty of Medicine

med.enquiries@uq.edu.au

Faculty of Business, Economics & Law (BEL)

bel@uq.edu.au

Faculty of Humanities and Social Sciences (HASS)

hass@uq.edu.au

Faculty of Science

enquire@science.uq.edu.au

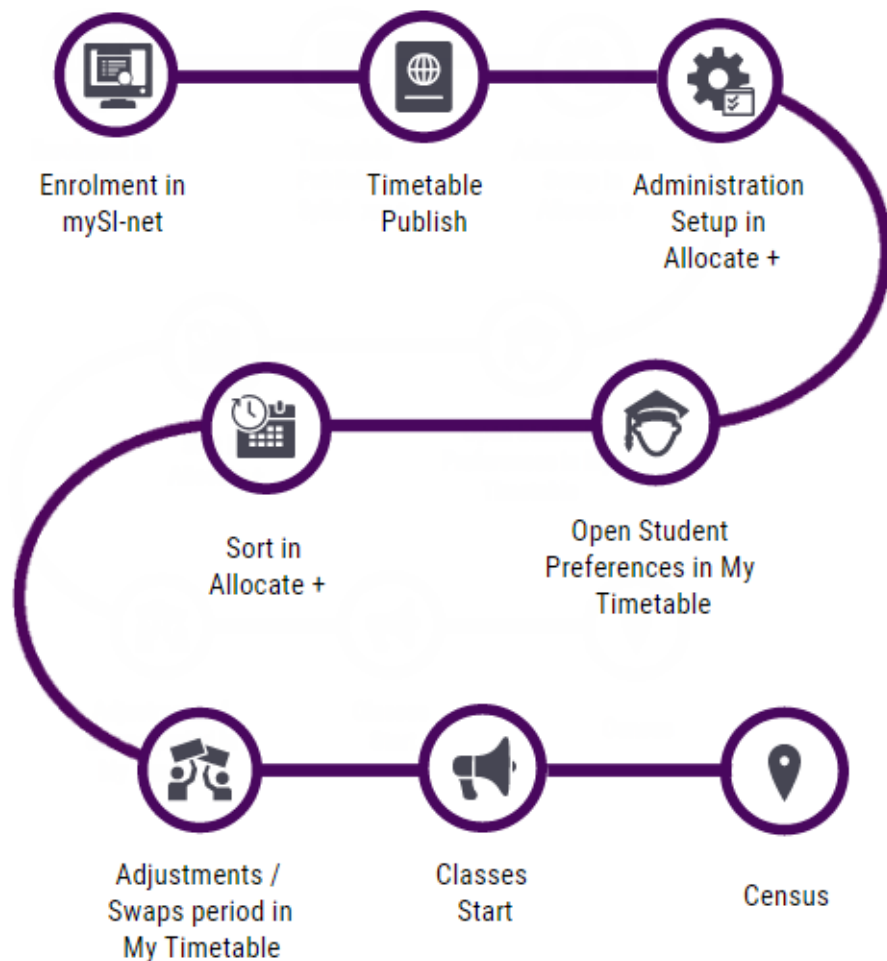
Faculty of Engineering, Architecture and Information Technology (EAIT)

enquiries@eait.uq.edu.au

03 Timetabling

- Class allocation process
- Important dates
- How do I choose my classes? What does this look like?
- Class preferencing guide
- How do I make changes to my timetable?
- Where to go for timetable advice & help

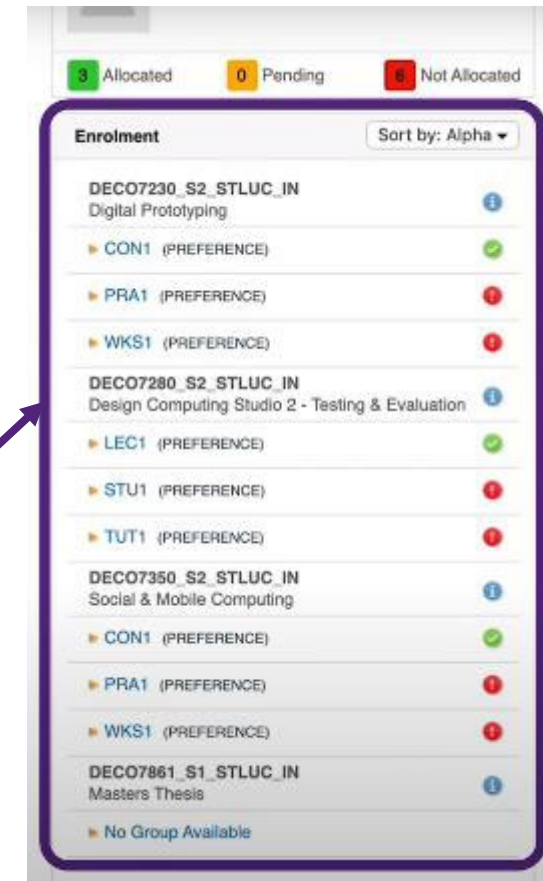
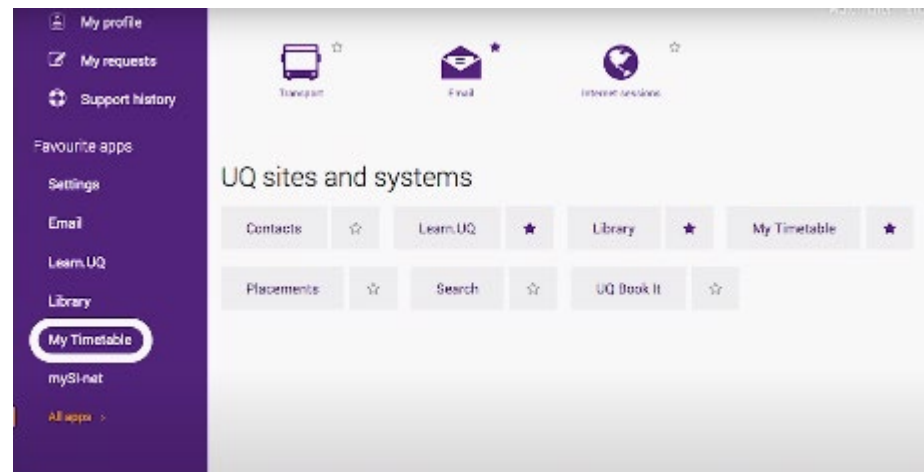
Class allocation process



Action	Date
Student preferences open (12:00 noon)	19 June
Student preferences close (9:00am)	3 July
Adjustment / swap period opens (12:00 noon)	10 July
Adjustment period closes (09:00am)	7 August

Choosing class times

- Now that you have enrolled in your courses, you need to select your preferred class times.
- Your classes will be allocated based on the preferences you select.
- This step is called Class Preferencing
- To select your preferred class times, you'll need to register your preferred times through My Timetable (our class allocation system).
- This can be accessed through your my.UQ Dashboard (student login required)



Class preferencing guide

<https://www.youtube.com/watch?v=6s46yX8t91Y>

Making changes to your timetable

Once the system has created your timetable, class adjustment begins (10 July 2023)

During class adjustment you can:

- review your allocated timetable
- swap class times if there's a space available
- add your name to a waitlist to swap
- allocate yourself to classes you missed during the class preferencing stage.

Note: Review your timetable as soon as you can. The earlier you swap or waitlist, the better chance you have of getting the timetable you want!

Making changes to your timetable

<https://www.youtube.com/watch?v=ELPesX4YAQk>

Timetable help

If there are no suitable class times available, or if you need further help, contact the relevant faculty or school for advice. They'll be listed as the 'coordinating unit' in your course profile.

- **Business, Economics and Law (BEL):**
Business: business.mytimetable@uq.edu.au
Economics: economics.mytimetable@uq.edu.au
Law: law.mytimetable@uq.edu.au
- **Engineering, Architecture and Information Technology (EAIT):** eait.mytimetable@uq.edu.au
- **Health and Behavioural Sciences (HABS):** habs.mytimetable@uq.edu.au
- **Humanities and Social Sciences (HASS):** hass.mytimetable@uq.edu.au
- **Medicine:** med.mytimetable@uq.edu.au
- **Science:** science.mytimetable@uq.edu.au

04 Important Reminders

- Academic Integrity Modules
- English for Academic Communication

Complete the Academic Integrity Modules

These modules are designed to help you understand your obligations and responsibilities as a UQ student. Academic integrity describes the ethical principles that underpin academia and student life.

Due Dates

You'll need to complete:

Part A by 31 August 2023

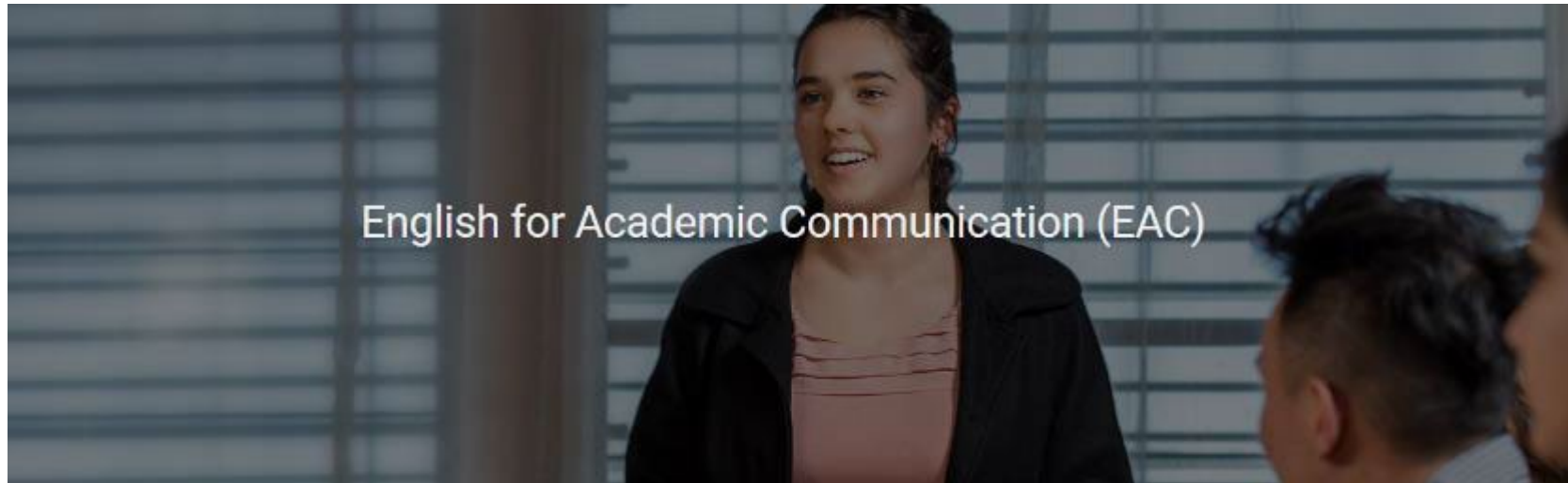
Part B by 27 October 2023

Access the modules

Access the [Academic Integrity Modules \(UQ login required\)](#) on the edX (Edge) platform and click Enroll Now to get started. The modules are intended to be completed only once.

Contact the [UQ Library AskUs](#) if you need technical help.

English for Academic Communication



Academic English classes for UQ Students

English for Academic Communication (EAC) courses support international students and students with English as an additional language to participate fully and succeed in their UQ course.

EAC courses:

- Are **free**
- Are interactive workshops with opportunities to practice language and receive feedback
- Help you communicate clearly and effectively in academic contexts
- Help you take part in academic life at UQ
- Help you achieve your learning goals
- Can be one of your five supplementary activities for a UQ Employability Award.

Course details and online registration are posted here around 2 weeks prior to the start of the semester.

<https://uqcollege.uq.edu.au/study-options/english-courses/eac>