USING PROGRAMS AND COURSES

A Guide for New Students
THE PROGRAMS AND COURSES SEARCH TOOL

Using Programs and Courses is easy once you learn how.

Access the site by going to http://programsandcourses.anu.edu.au/

Not sure what that word means? Visit our Frequently Asked Questions
As you are now a student with the University, you will go to the centre box, ‘ALREADY A STUDENT’, and select ‘Search Programs and Courses’.

This will bring you to the Programs and Courses search tool.

Begin by typing in the course, program, major or minor you are looking for. You can also search for sessions or semesters, a topic or key words.

If you are looking for a Flexible Double Degree, select the ‘Create a Flexible Double Degree’ box.

If you would like to narrow your search results down, use the advanced search function, outlined below.
FINDING A PROGRAM

1. Select the criteria you would like to search for from the words in blue. In this example, I will select programs.

2. The advanced search selections will appear below.

In this example, we are searching for a program, Master of Art History. The advanced search selection has been pre-filled with the possible criteria career, program and the program structure, which are highlighted in blue.

3. As I know that I am looking for a Postgraduate degree, I deselect ‘Undergraduate’, ‘Non-Award’ and ‘Research’. As I know that I only want to study this program as a single degree, I also de-select ‘Flexible Double’ and ‘Vertical Degree’. If you are unsure of these categories for your Program, select all of the options or refine your search to suit your particular needs.
   - Are you a recent school leaver? Only select Undergraduate from the career options.
   - Are you interested in searching more broadly for a topic, and aren’t sure if it is a degree, a major or a single course? Select programs, majors, minors, specialisation and courses to see if your search term is referenced in any of the options available.
   - Try different combinations to explore different results.

After making the necessary changes, my current search options are now highlighted in blue.

4. Once you have chosen your advanced options, select the magnifying glass or press ‘enter’ to search. Your search results will appear as a list of most to least relevant.

In this example, the course I was searching for appears at the top of the list.

5. Most of the information I will need for this program is already indicated in the search results. You can see that the program code is on the left, followed by the program title, the study type it can be taken as (single, double or vertical), the career it is for (undergraduate, postgraduate, non-award or research), the ATAR entry requirements (if applicable) and the program duration.

If you need more information, select the title of the program from your search results.

This will redirect you to the Program Outline:

The Program Outline will have key information gathered in the Information Box at the top right of the screen.

For a detailed description of the program, scroll through the sections of information that the Outline contains.

Most Program Outlines will describe the admission requirements, the program requirements, and the indicative fees for a full-fee paying student.

For help in making course selections, you will see a section called ‘Program Requirements.’

This section will outline which courses are required for your degree as well as which courses are electives or will make up a major, a minor or a specialisation.
1. The Program Requirements section of a Program Outline will explain how many units you are required to fill to be awarded a degree.

   In many cases, a single course will make up 6 units of a program. However, courses can be anywhere between 1 and 24 units, so it is important to check how much your course is worth by visiting the Course Outline (instructions below).

   In this example, I am building a Master of Art History and Curatorial Studies.

   This program is made of 48 units.

   Some of my units are compulsory.

   For instance, I must choose 24 of my units from the four core courses (see right).

   The rest of my units can come from any of the elective courses that my Academic School offers.

   As my core courses are worth 12 units each, I will choose two of these to begin with.

   I have now filled 24 units of my degree. I have 24 units left.

   By going to each Course Outline, I see that all my elective courses are worth 6 units. This means that I need to choose four more courses. This will be a total of 24 units to complete my degree.

2. For an Undergraduate Degree, your Program Requirements might be outlined for you:

   In this example I am building a Bachelor of Visual Arts.

   You can see that this degree is partially structured, which means that I am required to complete some compulsory courses in order to earn the degree.

   These have been pre-filled with course codes, such as ARTV1020 in Semester 1, Year 1.

   Some of my courses are already allocated to a Major. I can choose any of the Majors on offer in the Bachelor of Visual Arts, but once I do these course options will be automatically allocated to the compulsory courses of that Major.

   Any spaces where the section indicates an ‘Elective Course’, I can choose any course on offer from my Academic School. I can browse these courses by looking at other majors or minors of my degree. The majors and minors of your degree will be listed in the Program Outline. Instructions on finding your Program Outline are above.
MAJORS AND MINORS

To search for a major or minor, use the advanced search options. De-select all other options except for the major and/or minor fields. To narrow the search down by topic, type the topic into the search bar. In this example we are locating art majors.

1. Open up the advanced search from options by selecting the expand arrow, as shown:

![Search results for 'art']

2. Select the criteria you would like to search for from the words in blue. In this example, I will select major.

3. Type the major you are looking for in the search field. In this example, I am looking for an art history major.

Note: in some cases a key word will give you a broader range of results. We have used the term ‘art’ rather than ‘art history’, as this will show every major that has a relation to the visual arts. This way we can identify more options and explore our choices. Use your keywords to refine or broaden your search as needed.

4. Select the major you are interested in from the search results. This will take you to the Major Outline:

![Art History Major Outline]

The Major Outline will have key information gathered in the Information Box at the top right of the screen.

For a detailed description of the Major, scroll through the sections of information that the Outline contains.

In particular, you will need to note the Requirements section for a detailed breakdown of the Major.

5. The Requirements section of a Major Outline will explain how many units you are required to fill to be awarded that Major.

In many cases, a single course will make up 6 units of a program. However, courses can be anywhere between 1 and 24 units, so it is important to check how much your course is worth by visiting the Course Outline (instructions below).

In this example, I am building an Art History Major in an undergraduate degree.

This Major is made of 48 units.

Some of my units are compulsory.

For instance, I must choose 12 of my units from the two core courses (see right).

The rest of my units can come from any of the remaining courses offered by that Major.

As my core courses are worth 6 units each, both will need to be studied to meet my Major requirements.

I have now filled 12 units of my Major. I have 36 units left.

As listed along the right hand column, I see that all my elective courses are worth 6 units. This means that I need to choose six more courses.

Select each course to be redirected to their Course Outlines (further instructions below). Investigate which courses appeal to you, or align with the goals you have set in your Academic Career. Many of these courses will have prerequisites that you will need to complete first, or are only offered to later year students. You can use this information to plan your entire Program pathway, from first year onwards.

6. If you are interested in a Major but are not sure which Program you can study it under, scroll down to the ‘Relevant Degrees’ section in your Major Outline. Programs that match to your chosen Major will be listed for you. Select these to investigate which Program appeals to you the most.
FIRST YEAR ENROLMENT INSTRUCTIONS

The ANU Academic Colleges have provided first year advice for Undergraduate students in their Program Outline. If you are struggling to choose courses for your Program this section will break your options down and clearly explain how your degree works.

When you locate your Program Outline (see instructions above), these instructions will be located in the information box to the right.

A similar tool may be available to some Postgraduate programs. Go to your Program Outline to see what information your Academic College has provided. If no commencing information link is available, base your course choices on the Program Requirements listed instead.

MAKING A FLEXIBLE-DOUBLE DEGREE

Undergraduate Students are able to study many of the ANU Bachelor degrees in combination with another Bachelor degree program. This allows a student to complete two degrees simultaneously. It also means that you can study towards a more specialised career path, give yourself more career options or explore two passions at the same time!

To see if you can combine your two top degree choices, try our Flexible-Double Degree creation tool:

1. Go to the Programs and Courses search tool and select the ‘Create a Flexible Double Degree’ box

2. Type your first degree choice on the left and press the magnifying glass. A list of programs will appear.

Select your first degree from the search results.

3. Your first degree should now be listed on the left. Type your second degree choice on the right, and repeat the above steps.

![Compare and Create](image1)

4. Now both courses should be listed side-by-side. You can compare the two degree programs to make a choice between them. Or, press the CREATE button on the right to merge them into a Flexible-Double Degree program.

![Compare and Create](image2)

5. If it is possible to combine your two choices, your new Flexible Double Degree program will appear:

![Compare and Create](image3)

6. Select the program title to go to the Program Outline, where you can see the Flexible-Double Degree Program Requirements, majors, minors, indicative fee costs and more.

7. If you are looking for enrolment instructions for your Flexible Double degree, check each individual degree entry for these detailed instructions.

Not sure what that word means? Visit our [Frequently Asked Questions](#).
FINDING A COURSE

1. Select the criteria you would like to search for from the words in blue. I will select courses.

2. The advanced search selections will appear below.

In this example, we are searching for a course, Methodologies of Art History, which is a compulsory course for the program Master of Art History. The advanced search selection has been pre-filled with the criteria ‘course’ and the ‘semester’, which are highlighted in blue. Change these to suit your own search criteria.

3. Once you have chosen your advanced options, select the magnifying glass or press ‘enter’ to search. Your search results will appear as a list of most to least relevant.

In this example, the course I was searching for appears at the top of the list.

4. Most of the information I will need for this course is already indicated in the search results.
You can see that the course code is on the left, followed by the course title, the semester it is next available in, the career it is for (undergraduate, postgraduate, non-award or research) and how many units the course is.

5. If you need more information, select the title of the course from your search results. This will redirect you to the Course Outline:

![Course Outline Image]

The Course Outline will have key information gathered in the Information Box at the top right of the screen.

For a detailed description of the course, scroll through the sections of information that the Outline contains.

Most Course Outlines will be able to describe the indicative assessment and workload for future students, as well any prescribed texts.

Towards the end of the Course Outline you will see sections that tell you how much the course costs and in which semesters or sessions it will run. Here you will also see your course dates, including the Census Date.

6. For Enrolment purposes, you will need to know the Class Number of the courses you wish to enrol in. Class Numbers are unique to each semester.

To find the Class Number, scroll down to the Terms section. Here you will see the Class Number field listed against the Semester, on the left. Select the Class Number for the Semester you are interested in enrolling in. For example: for Semester 1, 2014, the class number for Methodologies of Art History (ARTH8012) is “4633”.

![Terms Table Image]
OTHER SEARCH TERMS TO TRY

In the advanced search options you can look for program and course suggestions in a range of different ways.

For instance, if you are looking for courses in a particular session:

NON-STANDARD SESSIONS

To search non-standard session courses, select your program level (undergraduate, graduate, non-award or research), select the type of item you are looking for (courses) and the session you interested in (summer, autumn, winter or spring). To narrow the search down by topic, type the topic into the search bar. In this example we are locating undergraduate law courses in summer session.

EXPLORE YOUR OPTIONS

Explore the many options that Programs and Courses offers students. Other fields you may wish use in order to narrow down your search:

- ATAR SCORE
- ACADEMIC COLLEGE
- DOUBLE OR COMBINED DEGREES
- SPECIALISATIONS
- YEAR OF STUDY

Try exploring Programs and courses, and have fun with it! The best way to get used to this website is to explore your options as much as you can.