

What is the SEAP Website?

The SEAP Guide is no longer produced in printed format but is now available in full as an interactive website at www.anu.edu.au/sas/seap

The SEAP Website contains all information about:

- how and when to register and change enrolment
- important administrative policies and procedures
- administrative and financial deadlines
- penalties for non-compliance with deadlines
- University affiliated bodies
- how and where to get advice.

Why should I visit the SEAP Website?

While University staff will give you assistance wherever possible, it is your responsibility to ensure that your enrolment is correct at all times and to adhere to the administrative procedures and policies outlined on the SEAP Website.

Students must check their student email account regularly. Official and important University information is sent to student email accounts only. It is also your responsibility to ensure the University has your current mailing address and contact phone numbers at all times. This information can be updated by students on your ISIS account at any time. Claimed ignorance or misunderstanding of a procedure, or non-receipt of mail because of an incorrect address, will not be sufficient reason for avoiding the consequences that may have serious academic, financial or administrative repercussions for you.

The information on the SEAP Website is relevant to all undergraduate and graduate coursework students.

Helpful contacts

(Please refer to the SEAP Website for a full listing of all contacts)

College Offices

ANU College of Arts & Social Sciences

Enquiries: 02 6125 2898
Location: Ground floor, Haydon-Allen Building (#22)
E: enquiries.arts@anu.edu.au
W: <http://cass.anu.edu.au>

Please make an appointment to speak to a Student Adviser.

ANU College of Asia & the Pacific

Enquiries: 02 6125 0006
Location: 2nd Floor, Baldessin Precinct Building (#110)
E: studentadmin.cap@anu.edu.au
W: <http://asiapacific.anu.edu.au>

Faculty of Asian Studies

Enquiries: 02 6125 0515
Location: Second floor, Baldessin Precinct Building (#110)
E: enquiries.asianstudies@anu.edu.au
W: http://asianstudies.anu.edu.au/Faculty_of_Asian_Studies

Graduate Studies in Asian Studies

Enquiries: 02 6125 3210
Location: Baldessin Precinct Building (#110)
E: graduate.programs.asianstudies@anu.edu.au
W: <http://chl.anu.edu.au>

Graduate Studies in International Affairs

Enquiries: 02 6125 2167
Location: Room 3.52, Hedley Bull Centre Building (#130)
E: gsia@anu.edu.au
W: <http://rspas.anu.edu.au/gsia>

Graduate Studies in Strategy & Defence

Enquiries: 02 6125 9924
Location: Room 3.07, Hedley Bull Centre (#130)
E: gssd.administrator@anu.edu.au
W: <http://rspas.anu.edu.au/gssd>

Asia-Pacific College of Diplomacy

Enquiries: 02 6125 7983
Location: Room 2.30, Coombs Extension Building (#8)
E: ExecutiveOfficer.APCD@anu.edu.au
W: <http://apcd.anu.edu.au>

Crawford School of Economics & Government

Enquiries: 02 6125 4705
Location: Crawford Building, Lennox Crossing (#132)
W: www.crawford.anu.edu.au

ANU College of Business & Economics

Enquiries: 02 6125 3807
Location: Copland Building (#26c)
E: info.cbe@anu.edu.au
W: <http://cbe.anu.edu.au>

ANU College of Engineering & Computer Science

Enquiries: 02 6125 0677
Location: Ian Ross Building (#31)
E: student.services@cecs.anu.edu.au
W: <http://cecs.anu.edu.au>

ANU College of Law

Enquiries: 02 6125 3483
Location: Law Building (#5)
E: enquiries.law@anu.edu.au
W: <http://law.anu.edu.au>

Legal Workshop

Enquiries: 02 6125 4454
Location: First floor, Law Building (#5), Rooms 139 and 140
E: lwsa@anu.edu.au
W: <http://law.anu.edu.au/legalworkshop>

ANU College of Medicine, Biology & Environment ANU College of Physical & Mathematical Sciences

Undergraduate and Graduate Coursework

Enquiries: 02 6125 2809
Location: Frank Fenner Building (#42)
E: science.enquiries@anu.edu.au
W: <http://cos.anu.edu.au>

Graduate Entry Medicine

Enquiries: 02 6125 1304
Location: Peter Baume Building (#42a)
E: medadmissions@anu.edu.au
W: <http://medicalschooll.anu.edu.au>

Graduate Studies Select

Enquiries: 02 6125 5487
Location: 26 Balmain Crescent (Building #1B)
E: anna.robinson@anu.edu.au
W: http://studyat.anu.edu.au/graduate_studies.html

National Security College

Enquiries: 02 6125 6131
Location: 5 Liversidge Street (Building #69)
E: national.security.college@anu.edu.au
W: <http://nsc.anu.edu.au>

Student Administration Services

Admissions

Enquiries: 02 6125 5594
Location: Pauline Griffin Building (#11), Ground floor
E: admiss.enq@anu.edu.au
W: www.anu.edu.au/sas/admission

Enrolments (including Student Cards & Transcripts)

Enquiries: 02 6125 3339
Location: Pauline Griffin Building (#11), Ground floor
E: enrolments@anu.edu.au
W: www.anu.edu.au/sas/enrolments

Examinations

Enquiries: 02 6125 3236
Location: Melville Hall (#12), Lower ground floor
E: examinations.officer@anu.edu.au
W: www.anu.edu.au/sas/examinations

Graduations

Enquiries: 02 6125 8315
Location: Melville Hall (#12), Lower ground floor
E: graduation.officer@anu.edu.au
W: www.anu.edu.au/sas/graduation

Prizes

Enquiries: 02 6125 4997
Location: Melville Hall (#12), Lower Ground Floor
E: scholarships@anu.edu.au
prizes@anu.edu.au
W: www.anu.edu.au/sas/prizes

Student Fees & Scholarships

Enquiries: 02 6125 8124
Location: Pauline Griffin Building (#11), Ground floor
E: fees.officer@anu.edu.au
scholarships@anu.edu.au
W: www.anu.edu.au/sas/fees
www.anu.edu.au/sas/scholarships

Timetabling

Location: Melville Hall (#12), Lower Ground floor
E: timetabling@anu.edu.au
W: <http://timetable.anu.edu.au>

Office of Policy & Regulation

Enquiries: 02 6125 1436
Location: Pauline Griffin Building (#11), Ground floor
E: policy.regs@anu.edu.au

Student Services

Academic Skills and Learning Centre

Enquiries: 02 6125 2972
Location: Pauline Griffin Building (#11), Lower ground floor
E: academicskills@anu.edu.au
W: <https://academicskills.anu.edu.au>

Careers Centre

Enquiries: 02 6125 3593
Location: J.B. Chifley Building (#15) - opposite Gods Café
E: careers@anu.edu.au
W: www.anu.edu.au/careers

Counselling Centre

Enquiries: 02 6125 2442
Location: Health & Counselling Centre (#18), North Road
E: counselling.centre@anu.edu.au
W: www.anu.edu.au/counsel

Disability Services Unit

Enquiries: 02 6125 5036
Location: Student Facilities Building (#17a), Union Court
E: disability.adviser@anu.edu.au
W: www.anu.edu.au/disabilities

Health Services

Enquiries: 02 6125 3598
Location: North Road (next to Sport & Rec Centre) (#18)
Appointments necessary for consultations, except in emergencies.
W: www.anu.edu.au/health

International Student Services

Enquiries: 02 6125 4643
Location: Pauline Griffin Building (#11) Lower ground floor
E: ieo.support@anu.edu.au
W: http://info.anu.edu.au/studyat/International_Office

Tjabal Indigenous Higher Education Centre

Enquiries: 02 6125 3520
Location: Lower Melville Hall (#12)
E: jabal.centre@anu.edu.au
W: www.anu.edu.au/jabal

Key dates for 2011

Term Dates

http://info.anu.edu.au/OVC/Committees/110PP_Principal_Dates

Semester 1	21 February – 3 June
Semester 2	25 July – 4 November
Summer Session	1 January – 31 March
Autumn Session	1 April – 30 June
Winter Session	1 July – 30 September
Spring Session	1 October – 31 December
Medical School dates	http://medschool.anu.edu.au/students/students.asp

Fee Due Dates

www.anu.edu.au/sas/fees

Semester 1	11 March
Semester 2	12 August
Non-Standard Sessions (summer, autumn, winter and spring)	See invoice for due date

Census Dates

Semester 1	31 March
Semester 2	31 August
Non-Standard Sessions (summer, autumn, winter and spring)	Check the website for individual courses at http://studyat.anu.edu.au

Examination Periods

<http://timetable.anu.edu.au>

Semester 1	9-25 June
Semester 2	10-26 November

Graduation Dates

www.anu.edu.au/sas/graduation

Conferring Ceremony Dates:	Application Due Dates:
14 and 15 July	31 March
14, 15 and 16 December	31 August

Initial Enrolment Deadlines

www.anu.edu.au/sas/enrolments

Semester 1	28 January
Semester 2	24 June
Non-Standard Sessions (summer, autumn, winter and spring)	Check the website for individual courses at http://studyat.anu.edu.au
NOTE: Continuing students enrolling in Semester 1 and Semester 2 must complete enrolment for both semesters by 28 January. Failure to complete initial enrolment by the above deadlines will result in a late fee of \$125.	

Important Enrolment Variation Dates 2011

ADD COURSE	Semester 1	Semester 2	Late Fee
Add course without financial penalty	On or before 4 March	On or before 29 July	Nil
Add course with financial penalty (written permission needed from a delegated authority)	5 March – 31 March	30 July – 31 August	\$50
DROP COURSE	Semester 1	Semester 2	Official Result
Drop course before Census Date (incurs no financial liability)	On or before 31 March	On or before 31 August	Not shown
Drop course after Census Date without failure (incurs financial liability)	1 April – 13 May	1 September – 23 September	WD (withdrawn without failure)
Drop Course with Failure* (incurs financial liability)	14 May – 8 June	24 September – 9 November	WN (withdrawn with failure)

No course will be added after Census Date.
 * Withdrawals are not permitted after the commencement of an official examination period.
 A grade of Fail (N) or Not Completed/Fail (NCN) will be recorded if the assessment is not completed and the course is not dropped.
 Graduate students must refer to individual course Census Dates of classes for non-standard sessions at <http://studyat.anu.edu.au>. Note that your Census Dates are likely to be different to the first and second semester dates.

Opening Dates for Enrolment on ISIS

For enrolment in 2011 Academic Year	30 November 2010
For enrolment in 2012 Academic Year	6 December 2011

Teaching Breaks 2011

Break Period	Dates
Mid Semester 1, 2011	11 April to 26 April
Mid Year Break	6 June to 22 July
Mid Semester, 2 2011	12 September to 23 September

2011 administrative calendar

January

1	Public Holiday – New Years Day Summer Session begins
4	University re-opens for business
26	Public Holiday – Australia Day
28	Deadline to re-enrol for 2011

February

7	Medical School enrolment sessions
9-17	Enrolment sessions for new students
14-18	Orientation Week
21	Semester 1 and First teaching period begin
22 & 23	Academic Advice Sessions in Melville Hall 9.30am-12.30pm for continuing students

March

4	Deadline to add Semester 1 courses without financial penalty
11	Deadline to pay Semester 1 upfront student contributions and international/domestic tuition fees. After this date late fees apply
14	Public Holiday – Canberra Day
31	Semester 1 Census Date Deadline to drop Semester 1 courses without financial penalty Deadline to apply to graduate in July 2010 Deadline to add Semester 1 courses with financial penalty Summer Session Ends

April

1	Autumn Session begins
8	First teaching period ends
11-25	Teaching break
22	Public Holiday – Good Friday
25	Public Holiday – Easter Monday / ANZAC Day
26	Public Holiday – ACT
27	Second teaching period begins

May

13	Deadline to drop Semester 1 courses without failure
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June

3	Deadline for Semester 2 program transfer applications Semester 1 and Second teaching period end
13	Public Holiday – Queen's Birthday
6	Teaching break begins (ends 22 July)
9	Deadline to drop Semester 1 courses with failure
9-25	Semester 1 Examination Period
24	Deadline to enrol for Semester 2
30	Autumn Session ends

July

1	Winter Session begins
4	Semester 1 results released
14-15	Graduation Ceremonies
19-20	Enrolment sessions for new students
22	Teaching break ends
25	Semester 2 and Third teaching period begin
25 & 27	Academic Advice Sessions in Melville Hall 9.30am-12.30pm for continuing students
29	Deadline to add Semester 2 courses without financial penalty

August

12	Deadline to pay Semester 2 upfront student contributions and international/domestic tuition fees. After this date late fees apply
31	Semester 2 Census Date Deadline to drop Semester 2 courses without financial penalty Deadline to apply to graduate in December 2011 Deadline to add Semester 2 courses with financial penalty

September

9	Third teaching period ends
12	Teaching break begins (ends 23 September)
23	Deadline to drop Semester 2 courses without failure
26	Fourth teaching period begins
30	Winter Session ends

October

1	Spring Session begins
3	Public Holiday – Labour Day
10	ACT Family and Community Day

November

4	Semester 2 and Fourth teaching period end
9	Deadline to drop Semester 2 courses with failure
10-26	Semester 2 Examination Period

December

5	Semester 2 results released
6	Enrolments for 2012 open on ISIS
9	Deadline for Semester 1 2012 program transfer applications
14-16	Graduation Ceremonies
23	University closes (reopens 4 January 2012)
25	Public Holiday – Christmas Day
26	Public Holiday – Boxing Day
31	Spring Session ends

ANU CRICOS Provider Number 00120C • NOV2010



THE AUSTRALIAN NATIONAL UNIVERSITY

2011 SEAP Website

Student Enrolment & Administrative Procedures (SEAP)

- Important dates & deadlines
- Helpful contacts

www.anu.edu.au/sas/seap