



INFORMATION RELATING TO THE SCHOOL FOR EXCELLENCE UNIT 4 WINTER SCHOOL LECTURES 2010

STUDENTS WITHOUT ADMISSION DOCUMENTS

Enclosed is some important information relating to the **Unit 4 Winter School Lectures** that are being held at the University of Melbourne in July 2010. Please read this entire document carefully.

WHAT DO I DO ONCE I GET TO MELBOURNE UNIVERSITY?

Please take care to ensure that you arrive at the correct venue. Please proceed to the Enrolment Stand at the allocated theatre, as detailed in the enclosed timetable.

***** What Do I Do If I Have Not Received My Admission Documents/Tickets? *****

If you have not received your Admission Document before the beginning of the program **AND** you have contacted the office to confirm your enrolment details, please follow these instructions:

1. Bring Photo Identification on the day (driver's license, student card or concession card).
2. Report to the appropriate building at least half an hour before the commencement of your lecture.
3. Register at the stand marked '**Students Without Admission Documents**'. Our staff will confirm your enrolment, provide you with a copy of the notes, and direct you to the appropriate theatre.

Please arrive **at least 30 minutes** prior to each lecture. After the commencement of the lecture, students will **ONLY** be admitted into the lecture at 10-15 minute intervals. **There will be no exceptions.** Registration/admission will commence half an hour prior to the commencement of each lecture.

WHAT SHOULD I BRING?

Students should bring the following items with them on each day:

Lunch/snacks or money to purchase lunch, paper, pens, highlighters, **a light jacket or jumper (as some theatres tend to get quite cool)** and your brain! Please do not forget your **Admission Document** or photo ID. Students enrolled into the Maths and Science courses are also advised to bring along their calculators.

Please note:

There will be a limited number of cafes and take away outlets open for students to purchase lunch and refreshments. Students may purchase lunch from the Potter café near Gate 3 of Melbourne University, from selected cafes on Swanston Street or from the Royal Women's Hospital on Royal Parade. Please refer to the enclosed map for food outlet locations.

CAN MY FRIENDS TURN UP WITHOUT BOOKING AND PAY ON THE DAY?

Technically no. The lecture notes that we provide are substantial and costly, and we do not produce more copies than those we need. If your friends turn up on the day, it is possible that we will not have any notes for them. They are welcome to enrol on the day **ONLY** if they are happy to have their notes posted out after the program (that is if we do not have any spare copies left), and **ONLY** if they are prepared to take the risk of being turned away if there are no seats available. Payments on the day are strictly in the form of CASH or MONEY ORDER (from Australia Post).



WHAT SHOULD I DO IF I CAN'T ATTEND?

If you are unable to attend your lecture(s), you may obtain a copy of the materials that were issued during the course of the missed lecture(s) in person or by mail.

In person collection:

Students may collect materials from our office **after** each enrolled lecture between 9.30am and 5.30pm, Monday to Friday.

Collection by mail:

Should you require/wish the materials corresponding to your missed lecture(s) be sent to you by mail, please call our office on 9663 3311.

Please Note:

- Notes will be sent to students after each enrolled lecture.
- Students must contact our office to request a copy of the relevant materials i.e. Students who have missed lectures **WILL NOT** automatically be sent subject materials.
- A \$10 postage and handling fee applies.

***** **SOME IMPORTANT POINTS** *****

Courses may not finish on time. Please allow up to 15 minutes after the advertised finishing time.
Students who need to leave on time can exit the theatres quietly and at their convenience.

The use of recording devices is STRICTLY PROHIBITED. Recording devices interfere with the microphones and send loud, high-pitched sounds throughout the theatre. Furthermore, recording without the lecturer's permission is ILLEGAL. Students caught recording will be asked to leave the theatre, and will have all lecture materials confiscated. NO refunds will be issued in these cases.

The School For Excellence has produced and therefore has exclusive rights to the materials that are distributed during the lectures. Any reproduction (including photocopying) of the whole or part of these documents constitutes an infringement of copyright.

The School For Excellence P/L will take no responsibility for incorrect subject enrolments on the day of the lecture. Students **MUST** contact our office prior to the lecture to report any errors or discrepancies in your admission document before the commencement of the program.

Cancellations requested prior to the closing date (three business days prior to the first enrolled lecture) will incur a \$10 service charge per subject. Refunds will only be accepted in writing, and will be issued after the conclusion of the lecture program. Refunds will not be issued for cancellations requested after the closing date.



LECTURE THEATRE DETAILS

SUNDAY 25 JULY 2010
UNIT 4 BLASTER LECTURE VENUES

Subject	Time	Location
English	9.30am – 12.30pm	Copland Theatre (Economics and Commerce Building)
Maths Methods CAS	1.30pm – 5pm	Copland Theatre (Economics and Commerce Building)
Specialist Maths	1.30pm – 5pm	Sunderland Theatre (Medical Building)

HOW DO I GET TO MELBOURNE UNIVERSITY?

Please refer to the enclosed Admission Document for building locations.

DIRECTIONS TO THE ECONOMICS AND COMMERCE BUILDING (BUILDING 148)

Tram: Board tram number 19 on Elizabeth Street. Disembark at the corner of Royal Parade and Grattan Street, and walk directly up Royal Parade to Gate 12 'Genetics Lane'. The Biochemistry Building is on your right. Continue walking up this lane, cross the road at the 'T' intersection and to your left are a set of stairs. These stairs will lead you straight into the Economics and Commerce Building.

Car: You may access these buildings via Gate 12 on Royal Parade.

DIRECTIONS TO THE MEDICAL BUILDING (BUILDING 181)

Tram: Board tram number 19 on Elizabeth Street. Disembark at the corner of Royal Parade and Grattan Street (Tram Stop 10), and proceed to the Medical Building. Enter the University via the pathway that is located on the corner of Grattan Street and Royal Parade (this pathway leads directly to the Medical Building).

Car: You may access this building via Gate 10 on Grattan Street or Gate 11 on Royal Parade.

- Metered street parking is available around the university, however spaces are limited.
- Car Park Stations are available on Grattan Street and Elgin Street.
- Tram timetables may be downloaded and/or printed from: <http://www.metlinkmelbourne.com.au>