

MEMORANDUM

To: Cross-Institutional and Non-Award Students

**From: Dr Julie Haynes,
Coordinator of undergraduate teaching in Anatomical Sciences**

Date: Wednesday December 21, 2011.

Re: Information for Cross-Institutional and Non-Award Students Enrolling in Functional Human Anatomy (ANAT SC 2200) and Integrative and Comparative Neuroanatomy (ANAT SC 3103), 2012.

Cross-Institutional Students

1. Cross Institutional students wishing to study anatomy as part of their undergraduate program are advised to enrol in **Functional Human Anatomy (ANAT SC 2200) in semester 2, second year of their program** and **Integrative and Comparative Neuroanatomy (ANAT SC 3103) in semester 1, third year of their program**. Both anatomy courses have high workloads and projects and should only be undertaken by students who have achieved above average grades for previous university courses.
2. For cross-institutional students wishing to enrol in Functional Human Anatomy (ANAT SC 2200) and/ or Integrative and Comparative Neuroanatomy (ANAT SC 3103), the following are needed:
 - a. Permission form from home institution to enrol in the University of Adelaide course(s)
 - b. Cross Institutional Students Application for Admission and Enrolment form in University of Adelaide course (open the webpage <https://www.adelaide.edu.au/enrol/>, scroll down to the section 'Students Not Enrolling Online, Cross-Institutional Students', download the 'Cross Institutional Students Application for Admission and Enrolment').
 - c. HECS payment option form, 'Request for Commonwealth support and HECS-HELP' (available from Student Centres at Adelaide University, UniSA or Flinders University).
 - d. Copy of applicant's unofficial academic transcript.
3. Both cross-institutional forms need authorisation from an appropriate academic staff member of the home institution and the University of Adelaide. Catalogue numbers, class numbers, and timetable for Functional Human Anatomy (ANAT SC 2200) and Integrative and Comparative Neuroanatomy (ANAT SC 3103) are available on the Class Planner (http://access.adelaide.edu.au/class_planner/).
4. For authorisation from the University of Adelaide contact one of the following persons:
 - a. Dr Julie Haynes, room N127, first floor, Medical School North (ph 8303 5769; email: julie.haynes@adelaide.edu.au) – coordinator of undergraduate teaching in Anatomical Sciences.
 - b. Dr Bruce Firth, room N322, third floor, Medical School North (ph 8303 3488; email: bruce.firth@adelaide.edu.au) – coordinator of Integrative and Comparative Neuroanatomy (ANAT SC 3103).
 - c. Dr Chris Jones, room 2016, Horace Lamb Building (Plaza) (ph 8303 4526; email: chris.jones@adelaide.edu.au) – coordinator of Functional Human Anatomy (ANAT SC 2200).Postal address for these three staff members is:
Discipline of Anatomy and Pathology, School of Medical Sciences, University of Adelaide, Adelaide SA 5005).

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5. The completed forms with authorisations are lodged at the Faculty of Health Sciences Office, level 2, Plaza Building or posted to: Manager, Academic Programs, Faculty of Health Sciences, University of Adelaide, Adelaide, SA 5005. **Forms must be lodged before Monday, Feb. 13, 2012, 4pm for Integrative & Comparative Anatomy and Monday, July 2, 2012, 4pm for Functional Human Anatomy to allow time for processing.**

6. Students will be notified (via email) as soon as their applications have been processed. Please note that late applicants cannot be guaranteed a position. It is the applicant's responsibility to ensure forms are completed correctly and submitted on time.

Non-Award Students

1. **Functional Human Anatomy (ANAT SC 2200)** and **Integrative and Comparative Neuroanatomy (ANAT SC 3103)** are available for non-award study to students who have an appropriate background knowledge.

2. For non-award students wishing to enrol in Functional Human Anatomy (ANAT SC 2200) and/ or Integrative and Comparative Neuroanatomy (ANAT SC 3103) the following are needed:

a. Completed Non-Award Study Enrolment form, available at:

<https://www.adelaide.edu.au/nonaward/enrol/> Catalogue numbers, class numbers, and timetable for Functional Human Anatomy (ANAT SC 2200) and Integrative and Comparative Neuroanatomy (ANAT SC 3103) are available on the Class Planner (http://access.adelaide.edu.au/class_planner/).

b. Copy of the applicant's unofficial academic transcript and/or evidence that the applicant has sufficient background knowledge appropriate for the study of human anatomy.

3. The completed forms are lodged at the Faculty of Health Sciences Office, level 2, Plaza Building or posted to: Manager, Academic Programs, Faculty of Health Sciences, University of Adelaide, Adelaide, SA 5005. **Forms must be lodged before Monday, Feb. 13, 2012, 4pm for Integrative & Comparative Anatomy and Monday, July 2, 2012, 4pm for Functional Human Anatomy to allow time for processing.**

4. Students will be notified (via email) as soon as their applications have been processed. Please note that late applicants cannot be guaranteed a position. It is the applicant's responsibility to ensure forms are completed correctly and submitted on time.

5. For further information, contact one of the following persons:

a. Dr Julie Haynes, room N127, first floor, Medical School North (ph 8303 5769; email:

julie.haynes@adelaide.edu.au) – coordinator of undergraduate teaching in Anatomical Sciences.

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c. Dr Chris Jones, room 2016, Horace Lamb Building (Plaza) (ph 8303 4526; email: chris.jones@adelaide.edu.au) – coordinator of Functional Human Anatomy (ANAT SC 2200).

Postal address for these three staff members is:

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