

Student Guide 2018



GOOD SHEPHERD COLLEGE
TE HEPARA PAI 

Semester One 2018

USING THIS HANDBOOK

The first half of this handbook outlines what is expected of you while you study at Good Shepherd College and provides useful information on how to access academic and study support.

The second half covers how students get hold of course materials. In a nutshell, the lecturer selects the course material and makes it available to you in Moodle, the College's online learning website.

To access course material you'll need to learn how to use Moodle. Specifically you'll need to learn how to open course material and readings, reply to the lecturers' questions in a forum or quiz, hand-in and later collect your assignment online. Access to Moodle is available from the first day of each semester.

Course information does not need to be posted to students or handed out in lectures as everything you require is waiting for you in Moodle. Nor do students have to buy textbooks (unless specified otherwise by your lecturer at the time you enrol), as readings are available on Moodle as pdfs or e-books.

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USEFUL THINGS TO KNOW

Building Access

The building is open from 8.30 – 4.30pm, Monday – Friday during semester time.

Over the breaks it is open from 10am – 4.00pm, Monday to Friday.

The College is located at Good Shepherd College, 20 Ponsonby Road, Auckland 1011

Our postal address is PO Box 3440, Auckland 1140.

Library Access

The opening hours to the Colin Library are 8.30am to 4.30pm, Monday to Friday during the semester.

Over the breaks opening hours reduce to 10am to 4.00pm, Monday to Friday.

As an student enrolled in the College you are eligible to use the online library catalogue that you have access to anytime via the College website.

Free WiFi on-campus

You can log in to the College's secure WiFi when using your own computer or phone on-campus once you have set up your login.

Visit the Office Manager, Karen Cairney, in her office on-campus, to get your password and instructions on how to connect successfully.

Important Dates in the Academic Calendar

The academic calendar can be found on the inside back cover.

You'll notice that the year is split into two semesters, with 12 teaching weeks in each semester.

Distance students start and finish the semester in step with on-campus students, and courses are completed each semester.

MANAGING YOUR TIME

Teaching Periods and Attendance

Three hours of lectures are scheduled each week, usually made up of one single lecture and one double (2 hour) lecture - although there can be exceptions. The timetable on the back cover outlines lecture times.

Lectures are normally 1 hour in duration, commencing 9am, 10am, 11am, 1pm, 2pm and 3pm. Lectures begin five minutes after the hour and conclude five minutes before the hour.

There are no lectures for on-campus and distance students over the following periods:

- Mid-semester or inter-semester break
- Assignment week
- Study and exam weeks

The importance of regular class attendance cannot be emphasized enough. Lecturers mark attendance of students at each lecture, including online attendance for distance students each week.

A minimum attendance of 80% is required in order to pass the course, regardless of the marks received for graded assessments.

Workload

For each course plan for 10 hours per week on coursework and associated study.

The first step in time management is to make sure that you're not overextended. If you feel that you are doing more than you can handle, look for ways to make it more manageable by seeking help from your lecturer.

MANAGING YOUR TIME

Course Syllabus and Due Dates

Lecturers will give students a course syllabus on the first day of lecturers. It is referred to as Course Unit Outline.

Distance students can find a copy at the top of the Moodle Course Page.

Having a syllabus is very helpful because you can see what is expected of you for the entire semester including course goals, learning outcomes, a description of all graded assessment work and their due dates.

Access to Learning Materials

All students use Moodle to access resources relevant to the courses they're taking.

Your lecturer selects your course material and makes it available to you in Moodle. They also guide you through what you are expected to read and do each week.

You can access the on-line learning website, *Moodle* from any computer, tablet or smartphone with an internet connection by going to www.gsc.ac.nz/moodle2/

The use of this learning website means:

- Students do not need to buy textbooks (*unless advised by the lecturer before you enrol*), as readings are available on Moodle as pdfs or e-books.
- Lecturers do not need to hand out printed course material to on-campus students in lectures.
- It is not necessary for course material to be posted to distance students as it's already in your Moodle course page.

The College provides new students with a username and password to access Moodle before the semester begins, some basic instructions on how to use Moodle and the support of a Distance Co-ordinator to answer any of your questions maree@gsc.ac.nz

Access to Library Resources

As a student enrolled in the College you are eligible to:

- Use the online library catalogue
- Visit the Colin Library in person

To find out what's on offer talk to the librarian, contact Carol Wills at any time during opening hours on carol@gsc.ac.nz or 09 361 1053.

Access to Lecturers

Your lecturer will make him/herself available at a set time each week. Consultation times and the lecturers' contact details can be found on the first page of the Course Unit Booklet in your course Moodle Page.

Do not hesitate to contact a lecturer whenever you have a concern, problem or question. For example, if you have an assignment to write and you're having a difficult time determining how to approach the subject, talk to your lecturer.

While most lecturers will be happy to help, you must initiate the contact. You should, of course, respect your lecturers' privacy and personal time by talking to them after class, calling or seeing them during their consultation times, sending an e-mail or asking a question in a forum in Moodle.

SUPPORT STAFF

There are many ways to access academic support while you study at the College.

Your First Point of Contact is the Lecturer

You are welcome to consult your lecturer about any aspect of your academic work – reading expectations, essays, oral presentations, assignments.

If all the other students seem to know what they are doing and you are still confused by the third or fourth class, it is time to take action. In the end, it is the truly smart students who seek help! A student should also seek assistance as soon as they feel that they are falling behind or receive poor grades. The lecturers contact details can be found on this page or in the Course Unit Booklet.

Distance Learning Support

The aim of the Distance Coordinator is to help distance students succeed by ensuring they're able to connect and engage online successfully when using the online learning site, Moodle.

International Student Support

The designated support person for international students is Monsignor Brendan Daly. Sr Joan Parker is also available for students who speak English as a second or other language.

Academic Information and Advice

The Office of the Registrar provides support to students by maintaining their academic records, including enrolling students, administering course changes, registering grades, scheduling classes and examinations.

The Finance Manager can provide information on fees and invoices and receipt of payment.

Contact the Assistant Dean for advice on the programme of study you're planning to take.

LECTURERS AND STAFF

Biblical Studies

Rev Dr Kevin Waldie. waldie@gsc.ac.nz

Sarah Hart. shart@gsc.ac.nz

Church History

Ann Thorp. athorp@gsc.ac.nz

Liturgical Studies

Anna Surrey. asurrey@gsc.ac.nz

Rev Dr Timothy Costello

Pastoral Theology and Practice

Rev Dr Timothy Costello

Sr Elizabeth Snedden

Rev Dr Brendan Daly brendan.daly@xtra.co.nz

Spirituality

Sr Elizabeth Snedden

Theology

Rev Dr Mervyn Duffy. duffy@gsc.ac.nz

Rocio Figueroa. rfigueroa@gsc.ac.nz

Philosophy

Rev Dr John Owens. owens@gsc.ac.nz

Acting Principal

Rev Dr Mervyn Duffy duffy@gsc.ac.nz

Assistant Dean

Sr Carmel Walsh carmel@gsc.ac.nz

Manager – Office and Finance

Karen Cairney. karen@gsc.ac.nz

Office of the Registrar

Distance Coordinator

Maree Crighton maree@gsc.ac.nz

Librarian

Carol Wills. carol@gsc.ac.nz

ESOL Support

Sr Joan Parker.

International Student Support

Very Rev Monsignor Brendan Daly

brendan.daly@xtra.co.nz

College emails are provided for lecturers where available. If there is no email the lecturer only has a private address that they will make available in their Course Unit Booklet.



ACADEMIC EXPECTATIONS

Workload Requirements

For each course plan for 10 hours per week on coursework and associated study.

- There are 3 hours of lectures each week for on-campus students. Distance students should allocate 3 hours to reading lecture notes and/ or watching the lecturers' PowerPoint presentations.
- All students should expect to spend 7 hours each week on personal study including reading, assessment tasks.

Attendance Requirements

One of the requirements on Good Shepherd College as a government-funded Tertiary organisation is to keep a record of each students' attendance. In education language the College is to identify:

“whether a student is on a discretionary leave of absence greater than leave normally granted under our standard minimum attendance requirements.”

<http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/sac-level-3-and-above/conditions-2017/>

The **80% minimum attendance** requirement equates to:

- **On-campus students** attend at least 29 hours of lectures i.e. absent *no more* than 7 hours.
- **Distance students** complete at least 10 weekly online tasks in the Moodle Course Page. i.e. miss *no more* than 2 weeks. For distance students, **on-line activities** are the **equivalent of attendance** at lectures by on-campus students. Contributions must be posted during the week in which the activity was set up by the lecturer.

After the twelfth week of lectures, the College identifies students who have not achieved the College's minimum attendance requirements of 80%. Students who do not meet the minimum requirement will fail the paper, irregardless of how well they have been doing at the assessment tasks.

Weekly Tasks

Weekly tasks are clearly outlined by your lecturer in Moodle. All students are expected to put time into completing the weekly tasks set by the lecturer.

For distance students the attendance requirement is to do the online tasks each week, during the week specified.

Computer Skills

You'll need to become familiar with how Moodle works. Students require sufficient computer skills to:

- Get to their Moodle Course Page/s
- Open files left by their lecturer
- Reply to the lecturers' forum questions
- Upload and collect assignments online

System Requirements

All you really need is access to a computer able to run a broadband internet connection, with a sound and video card.

Software Requirements

To view all the resources in Moodle you'll need to ensure the following software is installed; Microsoft Office (or a free equivalent for Word and Powerpoint), Adobe Reader, Antivirus software.

COMPUTER SETUP

The following recommendations will improve your experience using Moodle.

What setup is required on my PC or Mac?

- ✓ A computer connected to the internet.
- ✓ Sound card and video card with speakers or headphones

Browser Recommendations for Moodle

✓ Ensure you have the most recent version of the browser you use. For best web page access compatible with Moodle we recommend **Firefox**.

Figure 1: Browsers



Instructions for browser settings are available by going to the web addresses below:

Firefox help:

<https://support.mozilla.org/en-US/products/firefox>

Chrome help: <https://www.google.com/chrome/>

Internet Explorer:

<https://www.microsoft.com/en-us/download/internet-explorer.aspx>

Safari: go to **Safari > Preferences**. The settings are located on the *Security* and *Privacy* tabs.

Moodle will also operate with other browsers but some features may not work as intended.



What software is required?

To view course materials you'll need to ensure you have up-to-date versions of the following software installed. You can download software by going to the websites below:

- ✓ Microsoft Office (Word, PowerPoint), or a free equivalent such as Open Office.
<http://www.openoffice.org/>
- ✓ Many courses use Adobe PDF's that require the free Acrobat Reader software.
<http://get.adobe.com/reader/>

Figure 2: Required software



- ✓ Some courses use streaming media that require a recent version of Adobe Flash Player available free at <http://get.adobe.com/flashplayer>

Is anti-virus software needed?

It's recommended that you have the current version of one of the better antivirus programs as you will be both adding (uploading), and getting (downloading) many files from the College's Moodle website, which may make your computer vulnerable to viruses.

Norton, McAfee and AVG (a good free version) are a few of the main companies that offer protection against viruses.



GRADED ASSESSMENT TASKS

Find out about Graded Assessment Tasks

There are three marked assessment tasks which make up your final grade that are usually made up of:

- Internal assessment throughout the semester (e.g. essay, critical review)
- Final examination, either written or oral in exam week.

Refer to the Course Unit Booklet for details including assessment type, due dates and the percentage that each assessment task contributes to your final grade.

Keep Exam Week free to sit exams

If exams are part of your assessment, it's essential that you're available to sit them on the day on which they are scheduled within exam week. Refer to the Academic Calendar on the back page for dates.

Become familiar with Oral Exam Procedure

An oral examination is a common assessment type used at the College for the third assessment. It is a formal meeting between a student and the lecturer for the purpose of examining the student's knowledge of the course subject matter and awarding a grade.

There is always another faculty member in attendance to ensure that correct procedures are followed and that the examination is appropriate and fair. The associate does not normally say anything as their main role is as a witness.

Each student is assigned an individual time slot for their oral examination. Distance students have the option of conducting their oral exam by phone/Skype or in-person at the College - but must commit to a specific time. Students will find information on the length of the oral examination in the Course Unit Booklet provided at the beginning of the semester and also available online in their Moodle Course Page.

The course lecturer will provide a list of examination topics to students at least one week before the exam. Students will be tested only on topics from that list.

Prior to the exam, lecturers may indicate how they will conduct the oral examination.

All lecturers are different so please ask.

A common technique that lecturers' use is to tell students that:

- They have the choice of the first topic
- The first question on a topic is always "Tell me something about this . . ."

In other words, the student is expected to have something prepared on each topic so they can at least begin a conversation about it. The idea is to get you talking and relaxed. It is usual for a lecturer to question you on your chosen topic, and then introduce a second topic from the list of topics.

There is also a good rundown on oral exam rules and procedures in a one page summary sheet provided with the exam schedule that's published after assignment week.

HOW TO ACCESS COURSE MATERIALS IN MOODLE

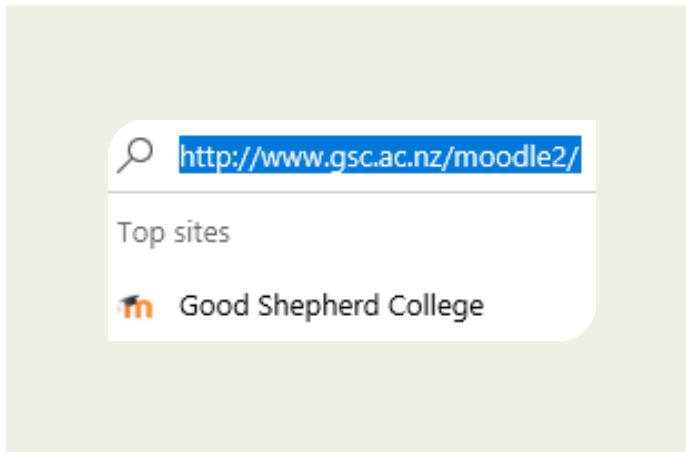


How do I get to the Moodle website?

You can access Moodle from any computer, tablet or smartphone with an internet connection by going to the web address www.gsc.ac.nz/moodle2/

All you need is a computer with a web browser installed and an internet connection. It's recommended that students refer to the minimum requirements outlined on page 5 to check that their computer is set up to run Moodle effectively.

Figure 3: Moodle web address



Access: Students can access Moodle on the first day of lectures.

Your Username and Password

The College provides **new students** a username + password.

The username is your surname followed by the initial of your first name e.g. smithj (*no spaces, all lowercase*).

The password is **Password1** When you first login as a new student you'll be prompted to choose a new password.

Returning students use their same username and password throughout their College years.

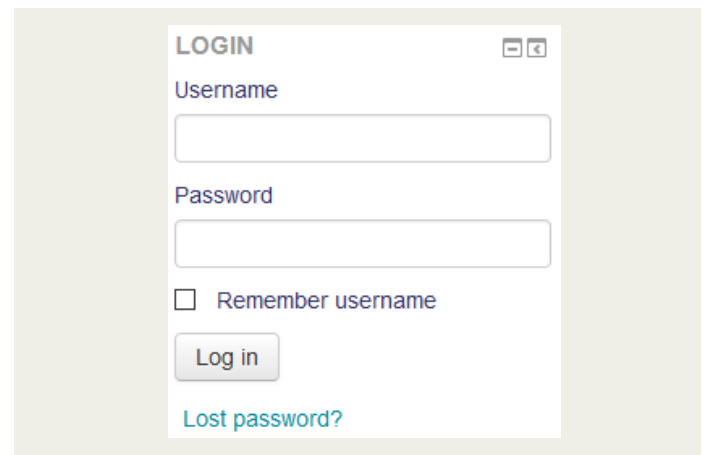
How do I login to Moodle?

Every time you type in the web address the screenshot in *figure 5* on the next page is the first page you'll see – the Home Page.

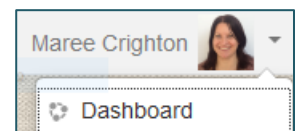
Look for the login block on the top-right of the screen as shown in figure 4 below.

Enter your username and password then press the 'Log in' button.

Figure 4: Moodle Login block



You'll know that you have successfully logged in when a box automatically appears showing your name and photograph.



Forgotten your password or require help?

If you've forgotten your password click on the **Lost Password?** link and follow instructions. For assistance email maree@gsc.ac.nz

FINDING YOUR WAY TO COURSE PAGES

When you first visit Moodle you'll see that courses are listed in the middle section of the Home Page. Take a moment to look at figure 5 below which is a screenshot of the homepage.

One way to get to your course page is to clicking on the name of the a course will take you to its course page where you'll find learning materials and activities your lecturer has selected.

Figure 5: Moodle Home Page

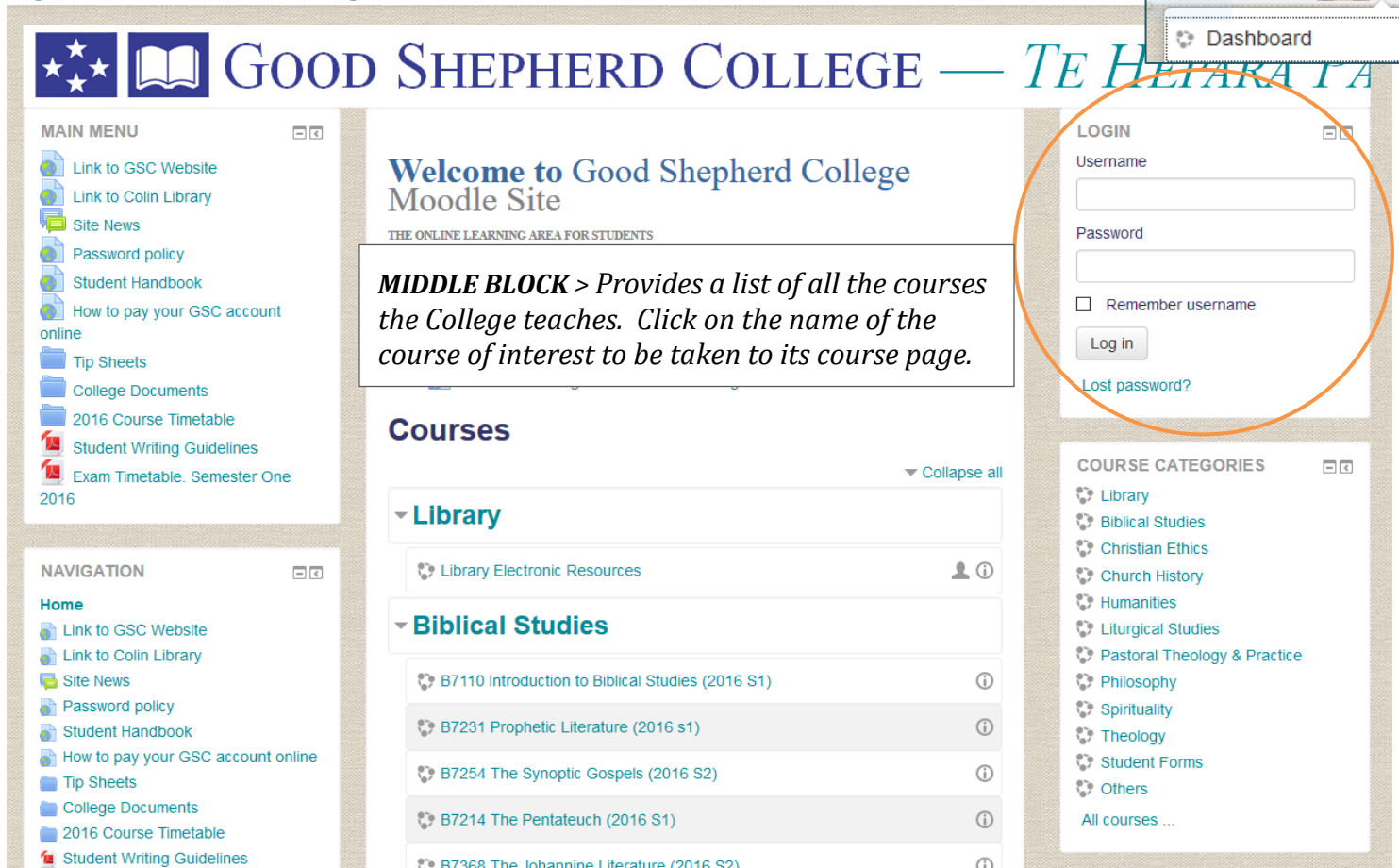


Figure 6: User login successful

Another way of getting to your courses pages is to click on the down arrow at the top-right of your screen next to where your photo appears (as shown in figure 6).


This makes a menu appear. Click on the first item 'Dashboard' to reveal the list of courses you're taking. Click on the course name of interest to be taken there. Please note that you have access to courses that you're enrolled in from the first day of lectures.

Navigating around Moodle:

A good way to navigate around the Moodle website is to use the 'breadcrumb trail' The example below shows the pages passed through to get to the current screen, S7102 course page.

[Home](#) ▶ [My courses](#) ▶ [Spirituality](#) ▶ S7102

In this example you can find your way back to a page you had been to earlier by clicking on a keyword in the breadcrumb trail. e.g. My courses. Another way to go back one page is to click on the arrow at the top-left of the page next to the web address (see below).

 www.gsc.ac.nz/moodle2/course/view.php?id=89

COURSE PAGES

What can I expect to see on Course Pages?

General Course Information is at the top of the page (*figure 7*). The most important information is the Lecturers announcements (or News forum), and the Course Unit Booklet.

Assignment Block (*Figure 8*). Here you'll find information on your upcoming assignments. It's also where you hand-in your assignments and later look for the return of marked assignments.

Weekly blocks (weeks 1 to 12) Contain course material as shown in *figure 9*. A course can contain a range of resources that you will need to assist you in your study. These can take various forms e.g. word documents, images, video, web links, pdf files, PowerPoint presentations. Your lecturer may also include a number of activities to help consolidate your learning, most commonly forums and quizzes.

Side blocks give you additional information, such as a list of e-books (not shown).

What if I can't see the current weeks learning materials ?

Your first step is to contact your lecturer. The expectation is that lecturers make the current weeks' course page visible by 10am each Monday. If you're having difficulty contacting them, email Maree at



Figure 7. General course information

Online Assignment Submission

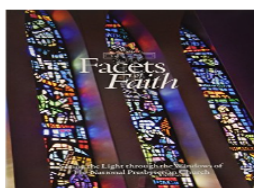
- Assignment 1: Essay - 1200 words (30% value). Due X March 2016**
 - Assignment 1: Essay Materials**
 - Assignment 2: Essay - 1600 words (40% value). Due X May 2016**
 - Assignment 2: Essay Materials**
- [Click here to request an EXTENSION of time for an assessment task](#)

Figure 8: Assignment Block

15 February - 21 February

Week 1 - Dimensions of the Church

Tasks for this Week



Welcome to this course. Please feel free to call/text or email me with any questions or concerns that arise.

1. As soon as possible, start reading the Vatican II document *Lumen Gentium*.
2. Your first readings are from Justin Taylor SM and Paul Williamson, SM.

Distance students: write a short paragraph responding to the lecturers' question in the discussion forum.

Discussion Forum: Week 1

Required Reading

- Lumen Gentium
- Taylor Lecture
- Williamson (171KB)
- Week 1 notes
- Distance students week 1 (revised)

Extra Reading

Figure 9: Weekly Course Materials

SKILLS TO MASTER: Opening files, forums and quizzes



What online activities am I expected to do?


- Send and receive emails.
- Find the way to your course page in Moodle.
- Open word, PowerPoint, pdf or other files types.
- Reply to the lecturers' questions in a forum or quiz.
- Hand in and collect your assignment online.

Open a word, pdf or PowerPoint file to read it.

Click on the file name to open it. Depending on the file type it will

- Open directly, or
- Give you the option to *Open with (the program of your choice) OR to Save File*. Then click the **OK** button

Answer a Quiz

1. Every quiz has an icon  looks like the picture above followed by the quiz title.
2. Click the title of the quiz to open it
3. Click on the button 'Attempt quiz now' to begin.

Attempt quiz now

4. When finished you have two choices. You can review your answers by clicking the **Return to attempt** button or complete the quiz by clicking on the **Submit** button.

Return to attempt

Submit all and finish



Participate in a Forum

1. Forums have an icon that looks like 2 speech bubbles.
2. Click on the **title of the discussion** topic to open it.
3. A screen will automatically appear that looks like *Figure 10*. Click the **Reply** button.

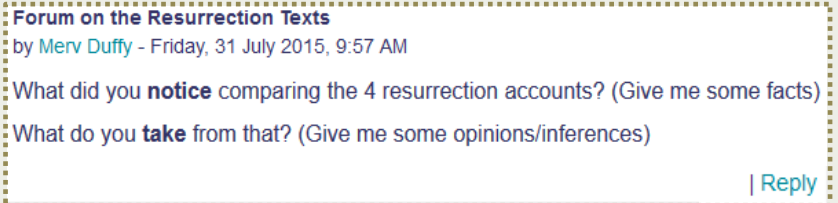


Figure 10: Forum question

4. A new screen (*figure 11*) will come up that reveals a:
 - **Subject** box to type in a title
 - **Message** box to type in your response to the lecturers' question with editing tools that are similar to what you are familiar using in Microsoft Word.

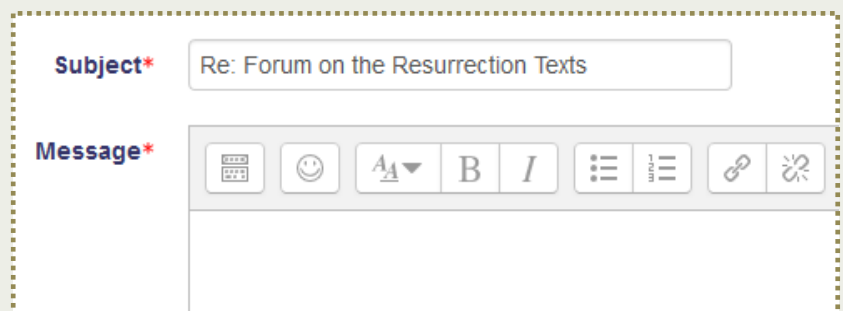


Figure 11: Message Box in a forum

While there is the option for students to attach a file, lecturers prefer students to type into the message box as it makes it easier to see responses on one screen.

5. When you are finished typing your message and are ready to 'post' it online for the lecturer and students to see, **click** the button at the bottom of the page, **Post to forum**.

Post to forum

Lecturers' Preferred Forum Type

Lecturers favour the question and answer format where they post a question for students to respond to. All participants in a course including the lecturer, are automatically notified by email that a post has been made. Lecturers may also choose to use **news forums** to highlight items of importance.

SKILLS TO MASTER: Handing in assignments online



Where do I hand in my assignment?

Assignments are handed in/submitted via the Learning management System, Moodle. Specifically in the assignment block of your Course Page.

You are responsible for getting your assignments in on time.

Penalties apply for late assignments.

Can I get an extension?

To request an extension complete the **Request for Extension form** online. You'll find this form in your Moodle Course Page.

[Request for Extension of Time for an Assessment Task](#)

appear.

Extension requests will be considered as long as they have been made at least 24 hours before the assignment is due, and if for a serious reason.

A serious reason is an external factor (family bereavement, illness with a doctors certificate), or a factor not under the student's control and not known in advance.

You will be advised of the outcome by email within two working days.

Handing in Assignments Online

You're required to hand in your assignments in Moodle.

1. Go to your Moodle Course Page and scroll down to the Electronic Assignment Submission block. You will see something like the screenshot in figure 12.

Online Assignment Submission

Assignment 1: Essay - 1200 words (30% value). Due X March 2016

Figure 12: Assignment Block

2. Click on the assignment name that you're handing in.
3. A screen will automatically appear. Scroll and **click** the **Add Submission** button.
4. You'll be directed to a screen (*figure 13*) where you hand-in your assignment. You can do this in 1 of 2 ways.

Drag and drop your assignment file from your desktop

Assignment 1. Essay: 1350 words - 30% - due on 7 August

Figure 13: File submissions

Another option is to click **Browse** by using the **File Picker** tool (*circled above*).

When the screen (*shown in figure 14*) appears, click the **Browse** button to locate your assignment file on your computer. Then press the **Upload this file** button. Save Changes to complete.

When you're ready to hand in your assignment click the **Submit assignment** button on the screen that appears (*Figure 15*). You also have the option to make changes by clicking **Edit submission**.

Figure 14: File Picker

Figure 15: Submit assignment

SKILLS TO MASTER: Collecting marked assignment online



When can I expect marked assignments to be returned?

Lecturers aim to return marked assignments TWO weeks after the assessment task was due. If concerned about delays, please contact your lecturer. You will receive email notification from your lecturer when your marked assignment is ready to collect in Moodle.

What happens if I hand in my assignment late?

A penalty of 5% of the value of the task will be imposed per day for up to five days (including weekends and holidays).

Assignments that are handed-in without an approved extension beyond 5 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

When will I receive my final grade?

Final overall grades go through the following accreditation process that takes about three-four weeks before you receive them.

Good Shepherd College hold an Examiners' days after exams finish. The results are taken to the Catholic Institute of Sydney that same week. After they have their Assessment Review Committee meeting, our results, plus their results, plus the results of other Member Institutions then go to the Sydney College of Divinity.

Where to find your marked assignments

You'll receive email notification from your lecturer when your assignment is ready to collect online in Moodle.

1. Go to the Electronic Assignment Submission area in your Moodle Course Page i.e. the same place where you handed in your assignment.
2. Click on the title of the assignment task of interest.

Online Assignment Submission

 Assignment 1: Essay - 1200 words (30% value). Due X March 2016

Figure 16: Assignment Task

3. A screen will automatically appear. You'll see something like the screenshot in figure 18 below. Scroll down to the Feedback section where you'll find your letter grade, marked assignment and marking schedule uploaded as either a word or pdf document. You may need to scroll along to the right hand side of the screen. Click to open these documents.

Assignment 1. Essay: 1400 words - 35%> Due on 20 August 2017

Essay: 1400 words

Research and evaluate the development of the law contained in canon 447. Then critically evaluate the ecclesiological impact of the law.

Please make sure that the Cover Sheet, Bibliography and your assignment are in **ONE SINGLE** file for upload.

Submission status

Feedback




Grade	Letter grade
Graded on	Saturday, 12 March 2016, 11:39 AM
Graded by	 Merv Duffy
Feedback files	<ul style="list-style-type: none">  Your marked assignment  Your marking schedule

Figure 18: Where to collect your marked assignment

Need help? In the first instance please contact your lecturer. Your lecturers' contact details can be found on the first page of the course unit booklet that's located in your Moodle Course Page. For further assistance email maree@gsc.ac.nz

Frequently asked questions on course planning and fee payment

Who do I go to for support in planning my programme of study?

Holy Cross seminarians contact Sr Carmel Walsh either in person at the College, or email carmel@gsc.ac.nz

All other students contact Fr Merv Duffy duffy@gsc.c.nz

What if I don't like the course I'm taking or am not keeping up with the workload?

Your first step is to talk with your lecturer. Your lecturer may be able to help you. If not, depending on how many weeks you are into the semester, you may have the option to change courses or withdraw from a course.

What is the deadline for changing my enrolment?

At the start of each semester you can drop, swap or edit your courses by advising the Registrar maree@gsc.ac.nz before the deadlines below expire.

If you are dropping a course you will also be asked to complete a Withdrawal Form provided by the Registrar.

The following will NOT be accepted as formal notice of changing your enrolment:

- Not paying your fees
- Ceasing to attend lectures
- Verbally advising a member of staff

Failure to notify the Registrar could result in the following that we all want to avoid:

- A fail grade on your Academic Record
- Do not get grades for papers studied that you are not formally enrolled in
- Invoiced for papers you did not study

You're advised to seek advice from StudyLink www.studylink.govt.nz to discuss the implications that changing your enrolment may have on your entitlement to financial support. Particularly if you are dropping papers and rely on income from StudyLink that is based on you maintaining your full-time status.

If you are an international student, find out whether dropping a course has implications for your Study permit Visa. You can also contact Mons. Brendan Daly for guidance. brendan.daly@xtra.co.nz

Can I withdraw after the deadline?

As the Bachelor of Theology and Graduate Diploma awards are both NZQA and TESQA accredited these deadlines are unable to be extended. If you are outside the deadline to withdraw without penalty, you will get a fail grade and will not receive a refund. For these reasons, try to persevere to complete and pass the course if at all possible. Changes to your programme next semester can be made if necessary.

I paid the \$100 enrolment fee, but when are course fees due? The Finance Manager, Karen Cairney will post an invoice for course fees in the first week of the semester.

DEADLINES 2018

	Semester 1	Semester
Final date for change of course	23 Feb 18	20 Jul 18
Final date for withdrawal without penalty	2 Mar 18	27 Jul 18

Frequently asked questions on preparing for the new semester

How should I prepare for study?

PREPARING FOR COLLEGE CHECKLIST

- ❑ Read your Course Unit Booklet and note down assignment dates, your lecturers contact details and contactable hours.

A copy is provided by your lecturer on the first day of lecturers and can be found at the top of your Moodle Course Page.

- ❑ Read the Student Writing Guidelines and A Beginners Guide to Plagarism that outline everything you wanted to know about writing and referencing properly at undergraduate level.

A link to it can be found at the top of your course page in Moodle, and also in the All Student Common Room in Moodle.

- ❑ Learn how to use the Library. Do it early, not when your assignment is nearly due. Learn how to access online readings (ebooks and ejournals). Talk to the librarian, Carol Wills at any time during opening hours on carol@gsc.ac.nz or 09 361 1053.

- ❑ If you're studying on-campus, visit the Office Manager, Karen Cairney to get your password and instructions on how to connect successfully to free wifi access on-campus. Also set up printing on-campus.

- ❑ If you're studying by-distance, introduce yourself to your lecturer by emailing them or by responding to a Moodle forum in week one.

- ❑ Check your computer meets minimum requirements to run Moodle effectively as outlined on page 5.

- ❑ Successfully login to Moodle – as per instructions on page 7.

The College provides new students a username and password.

Returning students use their same username and password throughout their College years.

If you've forgotten your password click on the Lost Password? link in Moodle or email maree@gsc.ac.nz

- ❑ Find your way around Moodle, going to different parts of the site referring to pages 7 – 9 to guide you around.

- ❑ Go to the All GSC Students Common Room to practice how to:

- Open files
- Post a message on a forum
- Answer a quiz
- Hand in an assignment online

Parts of this page have been set up so that you can practice these tasks.

You have access to this page from the time your enrol.

Frequently asked questions in the first few weeks

What time do lectures start?

Lectures are normally 1 hour in duration, commencing 9am, 10am, 11am, 1pm, 2pm and 3pm.

Lectures begin 5 minutes after the hour and conclude five minutes before the hour.

There is one single lecture and a double lecture each week.

How much time should I be devoting to study?

For each course, plan for 10 hours per week on course work and associated reading:

- 3 hours are allocated to class time i.e. on-campus lectures or studying lecture notes, powerpoint presentations or DVD's if a distance student
- 7 hours to personal study including assessment tasks.

What if I'm having problems with a course?

- Your first step is to make an appointment with your lecturer. Your lecturer can help with how you might address the problem you're experiencing.
- If you are falling behind or not failing your assignments, seek help immediately!

What if I'm having difficulty contacting my lecturer?

You also have the option of talking to Fr Merv Duffy, duffy@gsc.ac.nz

Who do I advise if my phone number or email has changed since enrolling?

Keep your contact details up to date so you don't miss out on key information. Email maree@gsc.ac.nz

Where do I find out more about the course syllabus?

Your lecturer will hand out a Course Unit Booklet in the first lecture and also make it available at the top of the Moodle course page for distance students.

Having a syllabus is very helpful because you can see what is expected of you for the entire semester including course goals, learning outcomes and graded assessment tasks.

What do I do if I have questions from a lecture or reading?

Raise questions at your lecture – someone else may be thinking the same.

Ask your lecturer at the end of the lecture or request a time to talk in their office.

If a distance student, send your lecturer an email or post your question in a forum.

How will I know how I'm doing if my first assignment isn't due back until half way through the semester?

You will have some idea of your progress before you get feedback on your first assignment if you have been actively:

- Keeping up with your lectures and readings
- Participating in forums and/or quizzes where the lecturer provides feedback

Frequently asked questions from distance students

Can you give me some more information on how distance will work?

- Distance students start and finish the semester in step with on-campus peers.
- Courses are completed each semester.
- **Each week** distance students are expected to engage with learning materials and complete online tasks set by their lecturer.
- The lecturer is your first point of contact. He/she will guide you through what you are expected to do each week.
- **For each course plan for 10 hours a week** on coursework and associated study.
 - **Three hours** to reading lecture notes or watching the lecturers' presentations.
 - **Seven hours** each week on personal study including reading, assessment tasks.
- **Each semester** distance students are expected to complete all graded assessment tasks.

Students who do not complete all the graded assessment tasks will fail the paper, irregardless of how well they have done in the tasks they have completed.

- **An Attendance Register** is kept by the lecturer who marks the completion of online tasks each week.

Please keep in mind that you can miss *no more* than 2 weeks of tasks. Students who do not meet the minimum attendance requirement of 80% (or 10 weeks) will fail the paper, irregardless of how well they have been doing at the assessment tasks.

How do I can hold of learning materials?

Learning materials are produced by the College and accessed from *Moodle*, a web-based learning site www.gsc.ac.nz/moodle2/

The College provides new students with a username and password before the semester begins.

Basic instructions on how to use Moodle are found on pages 8-12 of the Student Guide.

A practice page called 'All Students Common Room' is also available in Moodle to assist students in becoming familiar with how Moodle works and to learn how to:

- Open files left by their lecturer
- Reply to the lecturers' forum questions
- Upload and collect assignments online

The use of the Moodle website means:

- Students do not need to buy textbooks (*unless advised by the lecturer before you enrol*), as readings are available on Moodle as pdfs or e-books, and library books can be searched for and loan requests made by using the online catalogue.
- Lecturers do not need to hand out printed course material to on-campus students in lectures.
- It is not necessary for course material to be posted to distance students as it's already in your Moodle course page.

I have a problem with Moodle, what do I do?

Call the Distance Co-ordinator, Maree Crighton between 9am -2pm daily on 09 361 1053 ext 701 or email maree@gsc.ac.nz

Tips to create a study plan

Study involves lots of due dates and competing deadlines, and unless you plan ahead you'll find it difficult to meet them.

What can you do to manage your time?

Make schedules for each week of the semester and for the semester as a whole. The **weekly plan** is where you set short term goals: what needs to be done this week. The **semester planner** is where you plan your work over the entire Semester.

Weekly Plan

At the start of the week it seems like there is plenty of time to get everything done but after lectures, sleeping, eating, traveling etc. there is frustratingly little time left.

Get a time schedule and block out time for lecture times, meal times, all regularly scheduled personal activities. Label some empty blocks of time as OPEN for academic or personal needs.

Review your study workload

It is generally recommended you allow 10 hours per course per week which includes 3 hours lecture time and 7 hours study time.

Also ensure you are aware of any College requirements, such as online tasks being marked as attendance for distance students.

A **daily list** is needed too – what exactly do you intend to do in that two hours you blocked in on your weekly planner for example?

Remember to be specific with your list. For example, read McDonald chapters 3&4, NOT 'do reading'! and make a draft plan, NOT 'start assignment'!)

Semester Planner

Planning your time allows you to spread your work over a semester and to avoid a 'traffic jam' of work.

Work backwards from your assignment deadlines and exam dates to create a basic work plan. This will help you keep your studies on track and not fall behind.

1. Go to the Course Page in Moodle and open the Course Unit Booklet. Your lecturer will make it available from the first week of the semester. Having an outline is very helpful because you can see what is expected of you for the entire semester including course goals, learning outcomes, graded assessment work and due dates.
2. Write in important dates and deadlines on your planner.
 - Scroll through your course page to determine what needs to be completed each week e.g. readings, online quizzes, weekly forums.
 - Work out what you are expected to do for your assignments and exams.
 - Then work backwards to fill-in what needs to be completed each day, and for each stage of your assignments; for example, you have a paper due on May 1, set a deadline of April 24 for completing the rough draft. Schedule in periods for revision before exams.
3. Post your semester schedule where you can see it.

There are also free planner apps like [My Study Plan](#) available on iTunes to organise your exam revision.

Weekly Plan

	Mon	Tue	Wed	Thur	Fri	Sat
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						
10 pm						

SEMESTER PLANNER – SEMESTER ONE 2018

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb
2	26 Feb	27 Feb	28 Feb	1 Mar	2 Mar	3 Mar	4 Mar
3	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar	10 Mar	11 Mar
4	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar	17 Mar	18 Mar
5	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar	24 Mar	25 Mar
Holy Week	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar	31 Mar	1 Apr
Mid Semester	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr	7 Apr	8 Apr
Mid Semester	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr	14 Apr	15 Apr
6	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr	21 Apr	22 Apr
7	23 Apr	24 Apr	25 Apr Anzac Day	26 Apr	27 Apr	28 Apr	29 Apr
8	30 Apr	1 May	2 May	3 May	4 May	5 May	6 May
9	7 May	8 May	9 May	10 May	11 May	12 May	13 May
Assgmt Week	14 May	15 May	16 May	17 May	18 May	19 May	20 May
10	21 May	22 May	23 May	24 May	25 May	26 May	27 May
11	28 May	29 May	30 May	31 May	1 Jun	2 Jun	3 Jun
12	Queens Birthday 4 Jun	5 Jun	6 Jun	7 Jun	8 Jun	9 Jun	10 Jun
Study & Exams	11 Jun	12 Jun	13 Jun	14 Jun	15 Jun	16 Jun	17 Jun
	18 Jun	19 Jun	20 Jun	21 Jun	22 Jun	23 Jun	24 Jun

ACADEMIC CALENDAR – SEMESTER ONE 2018

The year is split into two semesters with papers completed each semester.

KEY DATES

Jan 30

College opens

Feb 16

Orientation morning

Feb 19

Lectures commence

Feb 23

Inaugural Mass

Feb 23

Final date for change of course

Mar 02

Final date for payment of fees

Mar 02

Final date for withdrawal without penalty

Mar 26 – Apr 13

Mid-semester break

Apr 23

Enrolments open for Semester Two

May 4

Patronal Feast-day Mass

May 14 - 18

Assignment week

Jun 8

Graduation Day

Jun 11

Lectures end for Semester One

Jun 12– 22

Study and examinations

	Mon	Tue	Wed	Thu	Fri
	22 Jan	23 Jan	24 Jan	25 Jan	26 Jan
GSC opens	29 Jan	30 Jan	31 Jan	1 Feb	2 Feb
	5 Feb	6 Feb	7 Feb	8 Feb	9 Feb
	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb
Semester 1					
Week 1	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb
Week 2	26 Feb	27 Feb	28 Mar	1 Mar	2 Mar
Week 3	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar
Week 4	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar
Week 5	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar
Holy Week	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar
Mid-Sem 1	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr
Mid-Sem 2	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr
Week 6	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr
Week 7	23 Apr	24 Apr	25 Apr	26 Apr	27 Apr
Week 8	30 Apr	1 May	2 May	3 May	4 May
Week 9	7 May	8 May	9 May	10 May	11 May
Assg Wk	14 May	15 May	16 May	17 May	18 May
Week 10	21 May	22 May	23 May	24 May	25 May
Week 11	28 May	29 May	30 May	31 May	1 Jun
Week 12	4 Jun	5 Jun	6 Jun	7 Jun	8 Jun
Study &	11 Jun	12 Jun	13 Jun	14 Jun	15 Jun
Exams	18 Jun	19 Jun	20 Jun	21 Jun	22 Jun
Inter	25 Jun	26 Jun	27 Jun	28 Jun	29 Jun
Semester	2 Jul	3 Jul	4 Jul	5 Jul	6 Jul
Break	9 Jul	10 Jul	11 Jul	12 Jul	13 Jul

PUBLIC HOLIDAYS

Jan 29 Auckland Anniversary
Feb 06 Waitangi Day

Apr 01
Apr 25
Jun 04

Easter Sunday
Anzac Day
Queens Birthday

ACADEMIC CALENDAR – SEMESTER TWO 2018

Students can start mid-year in the second semester as papers are completed each semester.

KEY DATES

Jul 16

Lectures commence for Semester Two

Jul 20

Final date for change of course

Jul 27

Final date for payment of fees

Jul 27

Final date to withdraw without penalty

Aug 27 – Sep 07

Mid-semester break

Sep 17

Enrolments open for 2019 Semester 1

Oct 01 - 05

Assignment week

Oct 22

Labour Day

Oct 26

End of year Mass

Oct 29

Lectures end for Semester Two 2018

Oct 30 – Nov 09

Study and examinations

Nov 09

End of Semester II

Nov 23

Enrolments close for 2019 Semester 1

Dec 07

College closes for 2018

	Mon	Tue	Wed	Thu	Fri
Week 1	16 Jul	17 Jul	18 Jul	19 Jul	20 Jul
Week 2	23 Jul	24 Jul	25 Jul	26 Jul	27 Jul
Week 3	30 Jul	31 Jul	1 Aug	2 Aug	3 Aug
Week 4	6 Aug	7 Aug	8 Aug	9 Aug	10 Aug
Week 5	13 Aug	14 Aug	15 Aug	16 Aug	17 Aug
Week 6	20 Aug	21 Aug	22 Aug	23 Aug	24 Aug
Mid-Sem 1	27 Aug	28 Aug	29 Aug	30 Aug	31 Aug
Mid-Sem 2	3 Sep	4 Sep	5 Sep	6 Sep	7 Sep
Week 7	10 Sep	11 Sep	12 Sep	13 Sep	14 Sep
Week 8	17 Sep	18 Sep	19 Sep	20 Sep	21 Sep
Week 9	24 Sep	25 Sep	26 Sep	27 Sep	28 Sep
Assg Wk	1 Oct	2 Oct	3 Oct	4 Oct	5 Oct
Week 10	8 Oct	9 Oct	10 Oct	11 Oct	12 Oct
Week 11	15 Oct	16 Oct	17 Oct	18 Oct	19 Oct
Week 12	22 Oct	23 Oct	24 Oct	25 Oct	26 Oct
Study &	29 Oct	30 Oct	31 Oct	1 Nov	2 Nov
Exams	5 Nov	6 Nov	7 Nov	8 Nov	9 Nov
	12 Nov	13 Nov	14 Nov	15 Nov	16 Nov
	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov
	26 Nov	27 Nov	28 Nov	29 Nov	30 Nov
	3 Dec	4 Dec	5 Dec	6 Dec	7 Dec

WEEKLY COURSE TIMETABLE – SEMESTER ONE 2018

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 - 10 AM	T7101 Introduction to Theology <i>RF</i> P7376 The Psychology of the Religious Vocation <i>TC</i>	P7362 Canon Law and the Sacraments <i>BD</i>	T7326 The Eucharist <i>RF</i> T7231 The Person and Work of Christ <i>MD</i>	T7101 Introduction to Theology <i>RF</i> P7376 The Psychology of the Religious Vocation <i>TC</i>	E7200 Methods in Christian Ethics <i>BT</i>
10 - 11 AM	B7110 Introduction to Biblical Studies <i>SH</i> W7310 Kant to Postmodernism <i>JO</i>	W7106 Ancient and Early Medieval Philosophy <i>DL</i> E7346 Marriage, Family and Sexual Ethics <i>BT</i>	T7326 The Eucharist <i>RF</i> T7231 The Person and Work of Christ <i>MD</i>	T7101 Introduction to Theology <i>RF</i> P7376 The Psychology of the Religious Vocation <i>TC</i>	E7200 Methods in Christian Ethics <i>BT</i>
11 AM - 12	B7110 Introduction to Biblical Studies <i>SH</i> W7310 Kant to Postmodernism <i>JO</i>	W7106 Ancient and Early Medieval Philosophy <i>DL</i> E7346 Marriage, Family and Sexual Ethics <i>BT</i>	T7337 Christian Anthropology and Grace <i>ES</i>	T7337 Christian Anthropology and Grace <i>ES</i>	E7200 Methods in Christian Ethics <i>BT</i>
12 - 1 PM	LUNCH	LUNCH	LUNCH	LUNCH	MASS
1-2 PM	T7326 The Eucharist <i>RF</i> T7231 The Person and Work of Christ <i>MD</i>	W7106 Ancient and Early Medieval Philosophy <i>DL</i> E7346 Marriage, Family and Sexual Ethics <i>BT</i>	W7222 Moral Philosophy <i>JO</i> P7362 Canon Law and the Sacraments <i>BD</i>	T7337 Christian Anthropology and Grace <i>ES</i>	SHARED LUNCH
2-3 PM	W7222 Moral Philosophy <i>JO</i>		P7362 Canon Law and the Sacraments <i>BD</i>	B7110 Introduction to Biblical Studies <i>SH</i> W7310 Kant to Postmodernism <i>JO</i>	
3-4 PM	W7222 Moral Philosophy <i>JO</i>				