



Southern Cross Institute (SCI)





Acknowledgement

SCI acknowledges the Traditional Custodians and Elders of Country throughout Australia, and their connection to land, sea and community.

We specifically acknowledge the Traditional Custodians of the Darug land on which our Institute resides. We pay our respects to Aboriginal and Torres Strait Islander Elders past, present and emerging.

We recognise the continuation of the cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander Peoples.

Welcome to SCI

**New Student Orientation
Summer Semester 2026
22 October 2026**





Message from the Chair of the Governing Council

A very warm welcome to SCI. We are a dynamic institute offering an innovative and exciting course delivered by enthusiastic, dedicated and highly qualified staff. Education is the most valuable investment that we can make in the quality and success of our own lives and the life and progress of our wider society. Proper education is much more than just information transfer. It provides us with skills in thinking, reasoning, analysing and evaluating ideas, policies, processes and actions.

Specially designed courses offered at SCI are aimed at providing the basic skills necessary for professional lives after graduation. Such education occurs best when there is personal contact with highly qualified and engaged staff, in company with fellow students and access to relevant experiences. As an SCI graduate, you will emerge as a competent and confident practitioner in your chosen profession, committed to continued learning throughout your career.

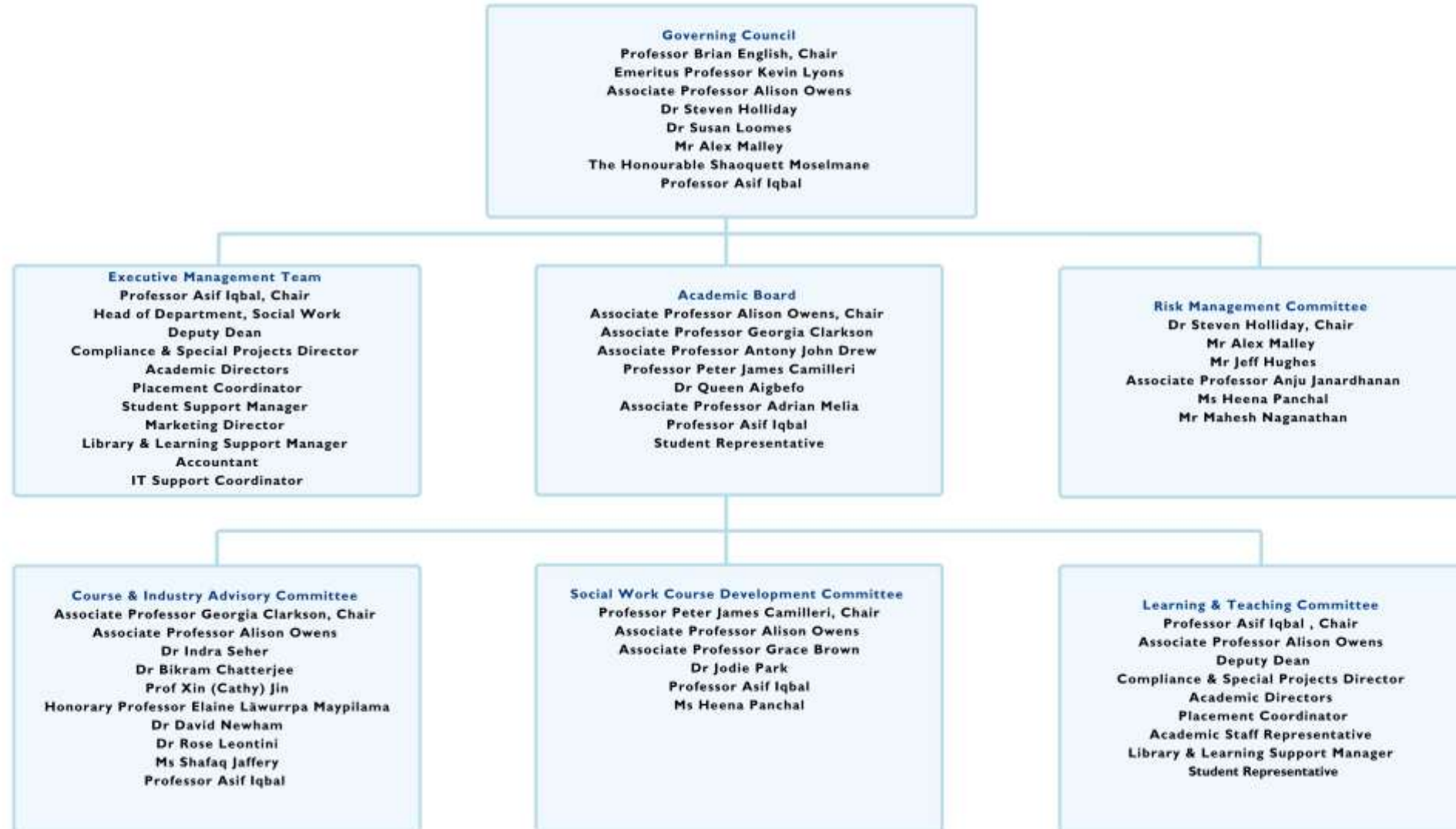
Very best wishes for your studies with us.

Professor Brian English,
Chair of the Governing Council

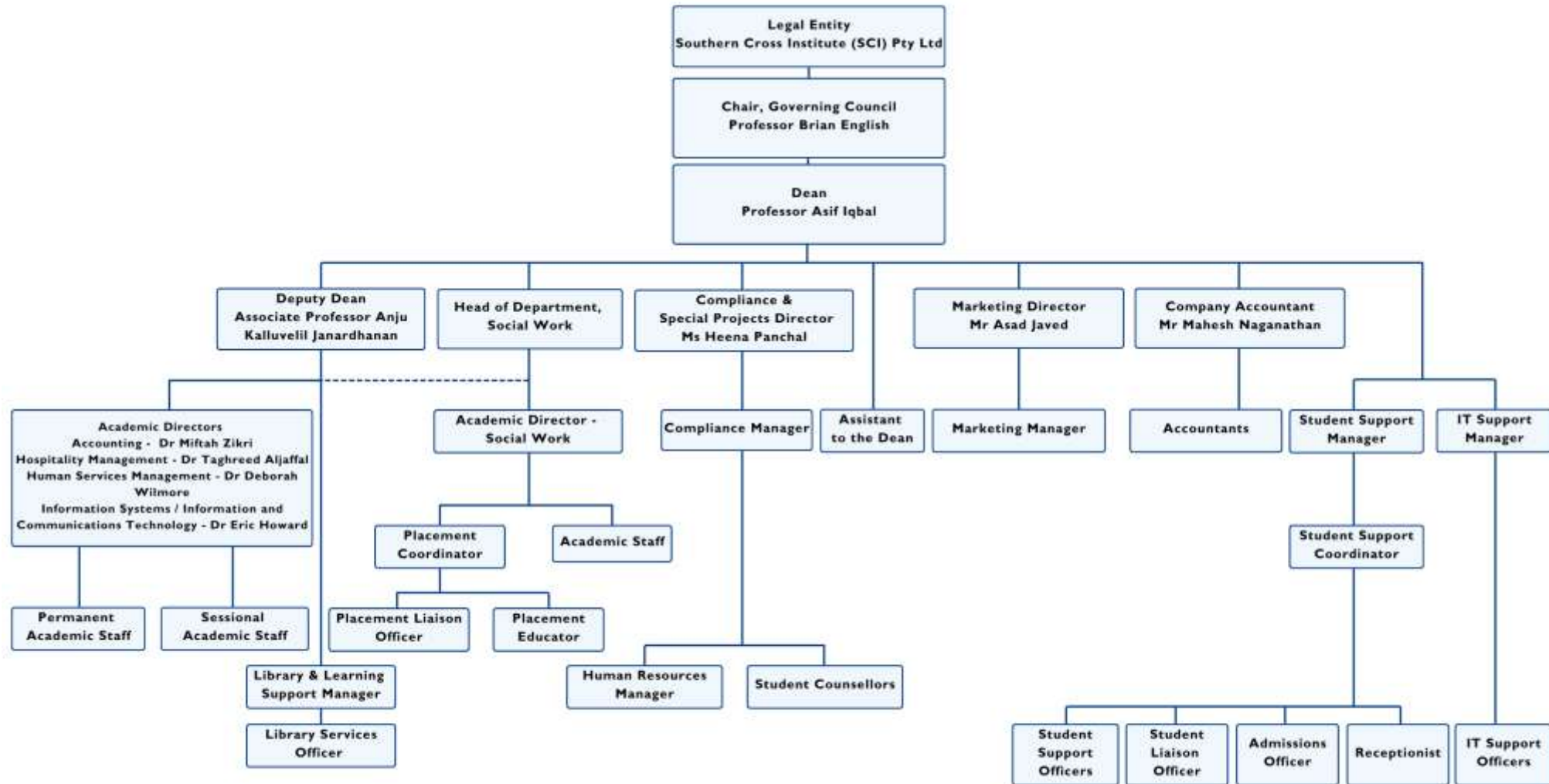


SOUTHERN CROSS INSTITUTE

Governance Structure



Organisational Chart





Our Campuses

SCI has two campuses in Parramatta.

Fitzwilliam Street Campus

Level 2, 1-3 Fitzwilliam Street,
PARRAMATTA NSW 2150

Macquarie Street Campus

Level 6, 31-39 Macquarie Street,
PARRAMATTA NSW 2150



Fitzwilliam Street Campus - Emergency Evacuation Plan

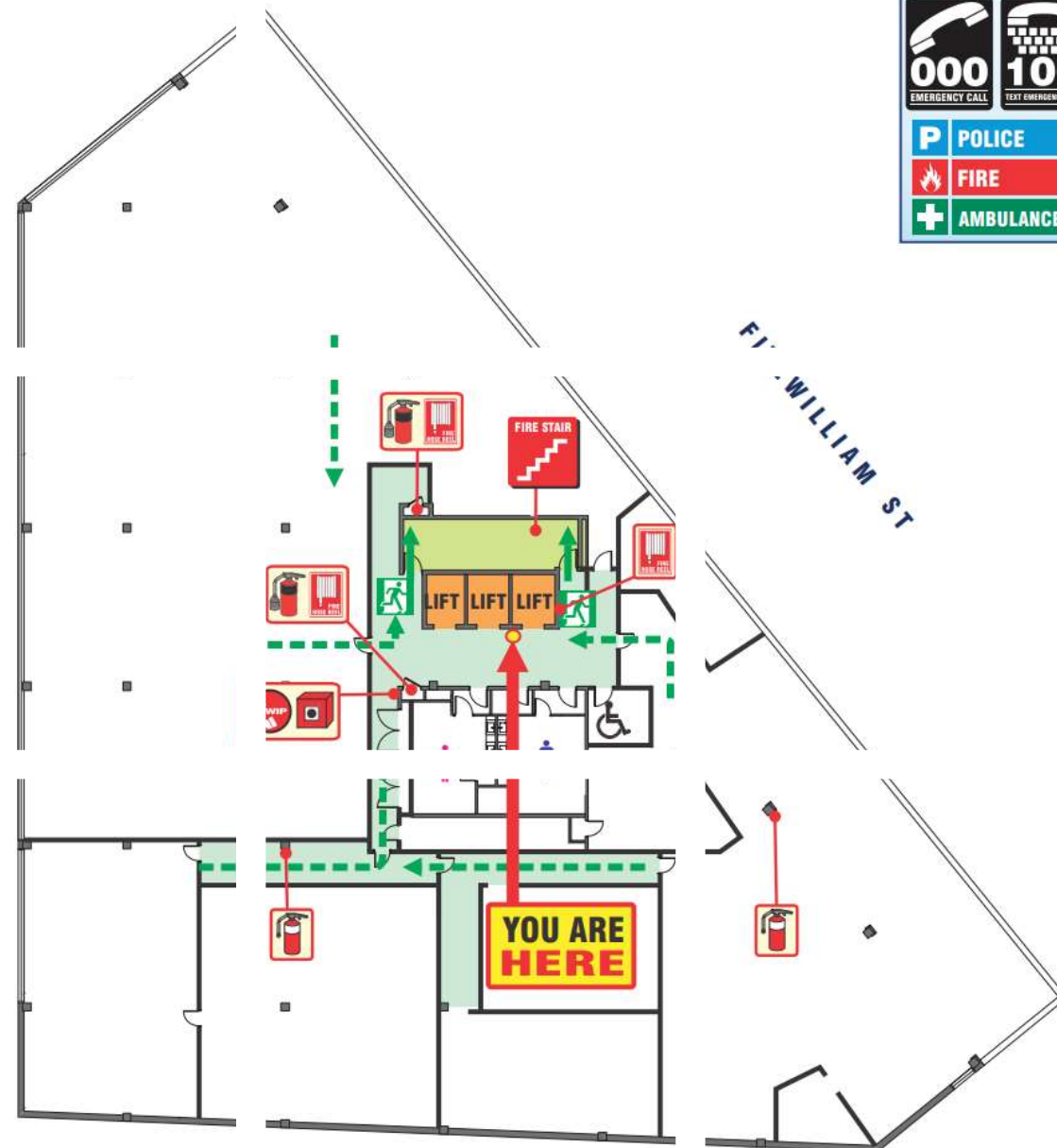
Level 2, 1-3 Fitzwilliam Street, PARRAMATTA NSW 2150



IREHORSE LN

LEGEND

- Exit
- Exit Path
- Fire Extinguisher (DCP)
- Fire Extinguisher (CO2)
- Fire Hose Reel
- Manual Call
- Warden Intercom Point Phone
- Fire Hydrant

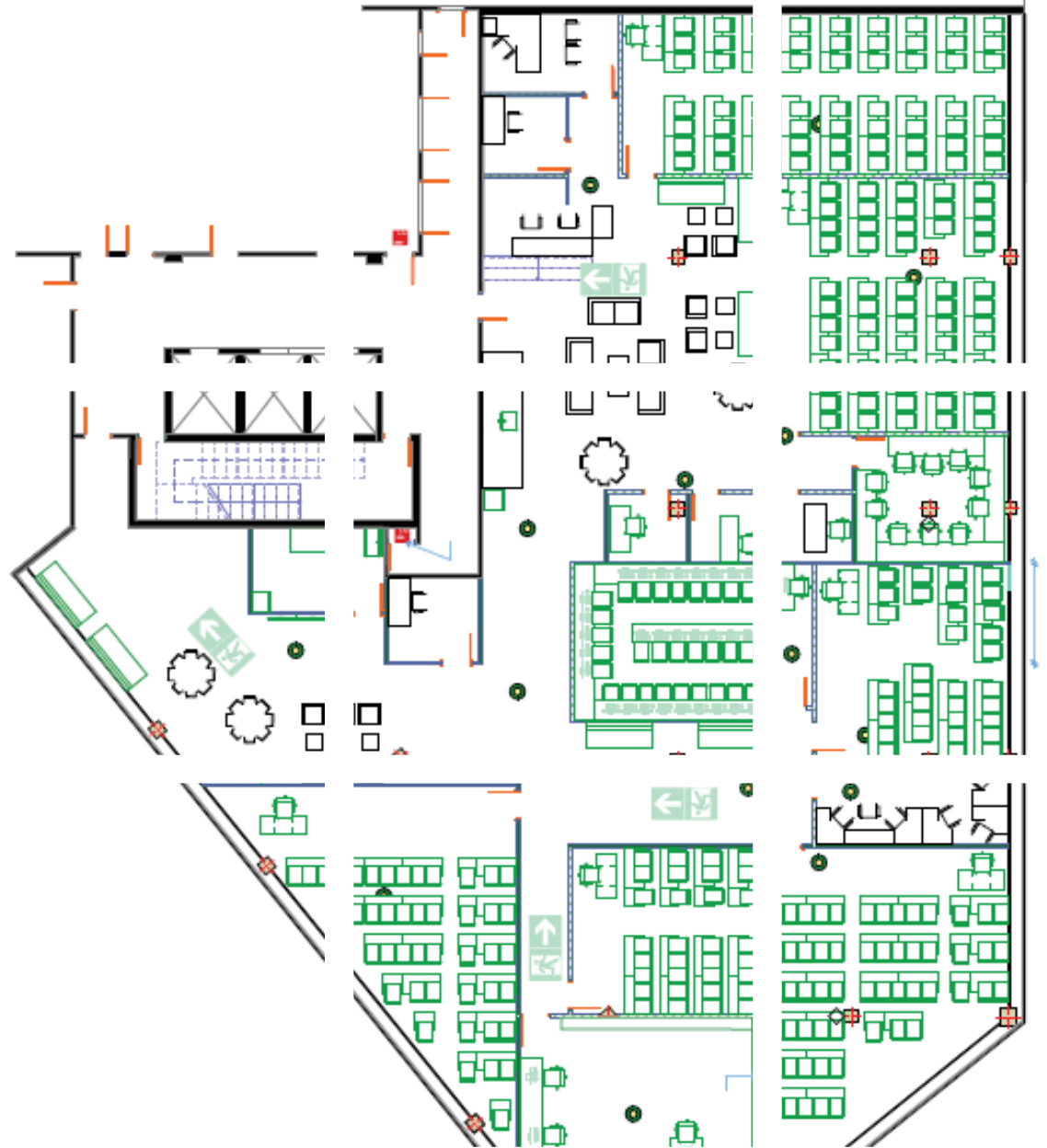
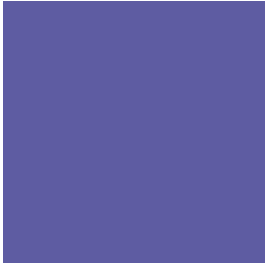




Fitzwilliam Street Campus - Floor Plan

Level 2, 1-3

Fitzwilliam Street, PARRAMATTA NSW 2150



Macquarie Street Campus - Floor Plan & Emergency Evacuation Plan

Level 6, 31-39 Macquarie
Street, PARRAMATTA
NSW 2150



SCI Campus Rules



- Smoking is prohibited throughout the building including the foyer, fire exits, toilets, and lifts.
- On hearing an evacuation alarm, or on the instructions of emergency control personnel, immediately cease all activity, secure personal valuables, and leave the Campus building. Stay calm, and do not panic.
- In a fire, do not use the lift to evacuate the building.
- Evacuate the Campus building using the nearest and safest fire exit. Follow the most direct route to the exit.
- Move to the closest, assembly area or as directed by staff/emergency services. Remain at the assembly area until the all-clear has been given.
- Staff in charge of a class are responsible for an orderly evacuation. Please follow their instructions.

Professor Asif Iqbal

Dean & CEO

Associate Professor Anju Kalluvelil Janardhanan

Deputy Dean

Dr Eric Howard

Senior Lecturer & Academic Director - Information Systems & Information and Communications Technology

Dr Deborah Wilmore

Academic Director - Human Services Management

Dr Miftah Zikri

Academic Director - Accounting

Dr Taghreed Aljaffal

Academic Director - Hospitality Management

Key Academic Staff



Prof Asif Iqbal

Dean & CEO



Assoc Prof Anju Kalluvelil Janardhanan

Deputy Dean



Dr Eric Howard

Senior Lecturer & Academic Director -
Information Systems & Information
and Communications Technology



Dr Deborah Wilmore

**Academic Director - Human
Services Management**



Dr Miftah Zikri

**Academic Director -
Accounting**



Dr Taghreed Aljaffal

**Academic Director,
Hospitality Management**



Bachelor of Business

Course Structure

SCI Bachelor of Business course has the following delivery structure:

- 3 years of full-time face-to-face classroom-based teaching delivered over 6 semesters;
- Each semester is of 16-weeks duration (1-week orientation + 12-weeks delivery + 1-week study break + 2-weeks exam period);
- 24 units; 10 credit points (cps) per unit;
- 240 credit points to complete the course;
- Each class includes 4 contact hours per week, divided into lecture and tutorial components (2 hours lecture + 2 hours tutorial);
- For each contact hour, 1 ½ hours of independent study is expected from students for every face-to-face hour ($4 + 6 = 10$ hours workload per unit per week);
- Full-time student workload: $4 \text{ units} \times 10 \text{ hours per unit} = 40$ hours per week.

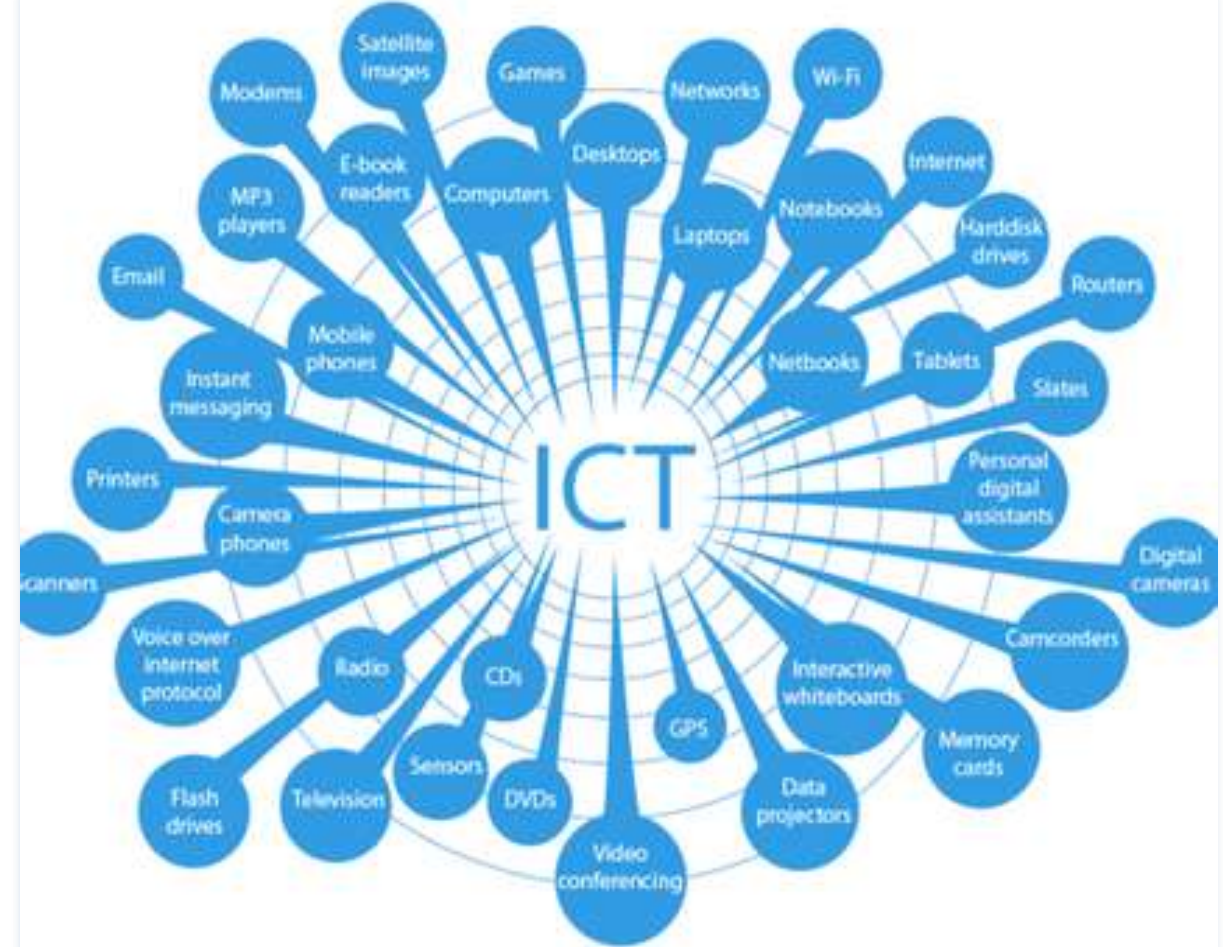


Master of Information and Communications Technology (MICT)

Course Structure

SCI Master of Information and Communications Technology (MICT) course has the following delivery structure:

- 2 years of full-time face-to-face classroom-based teaching delivered over 4 semesters;
- Each semester is of 16-weeks duration (1-week orientation + 12-weeks delivery + 1-week study break + 2-weeks exam period);
- 16 units; 20 credit points (cps) per unit, except for ICT Capstone Project, which is 40 credit points;
- 320 credit points to complete the course;
- Each class includes 4 contact hours per week, divided into lecture and tutorial components (2 hours lecture + 2 hours tutorial);
- For each contact hour, 1½ hours of independent study is expected from students for every face-to-face hour ($4 + 6 = 10$ hours workload per unit per week);
- Full-time student workload: 4 units x 10 hours per unit = 40 hours per week.



Student ID Card



SCI Student ID Card is the only official/acceptable form of ID for all students at SCI. It is important for all students to obtain and use their Student ID Card for:

- Identification
- Entry to exams
- Library borrowing



ssc@sci.edu.au



Login

Log in to OASIS (Moodle) ,
or contact Student Support
Officer for assistance at
sso@sci.edu.au
+61 2 9066 6902



Set up your email

Log in to your student email
account and forward your
emails to your personal
account, or contact Student
Support Officer for
assistance at sso@sci.edu.au
+61 2 9066 6902



Check your timetable

Log in to Meshed Higher Ed
to check your timetable, or
contact Student Support
Officer for assistance at
sso@sci.edu.au
+61 2 9066 6902



Explore

Explore your OASIS for each
course and find your *Unit
Outline* and information
about your assessment tasks

SCI Website – www.sci.edu.au

The screenshot displays the Southern Cross Institute website. The browser's address bar shows 'sci.edu.au'. The main navigation menu includes 'About SCI', 'Courses', 'Future Student', 'Current Student', 'Contact Us', and 'ESOS Framework'. Below this, a secondary navigation bar features 'About SCI' (with a building icon), 'International Students' (with a group of people icon), and 'Domestic Students' (with a graduation cap icon). The central content area is divided into three columns, each featuring a large image of students in a classroom setting. The first column, under 'About SCI', describes the institution's commitment to supporting individual students. The second column, under 'International Students', states that admission is based on meeting entry requirements and refers to 'Admissions Information'. The third column, under 'Domestic Students', also states that admission is based on meeting entry requirements and refers to 'Admissions Information'. Each column has a 'Learn More' link with a right-pointing arrow. The footer of the website shows a weather widget (21°C, Partly sunny), a search bar, and system icons for Windows, language (ENG US), and time (9:11 AM 24/11/2025).

Southern Cross Institute

About SCI Courses Future Student Current Student Contact Us ESOS Framework

About SCI International Students Domestic Students

At SCI we support individual students on an engaging learning and rewarding journey. By the time you complete the degree you will be work-ready graduates equipped to anticipate and meet the demands of tomorrow.

Learn More →

Admission to Southern Cross Institute is based on meeting some entry for your course. For International Students, please refer to [Admissions Information](#) for more information.

Learn More →

Admission to Southern Cross Institute is on the basis of meeting some entry for your course. For Domestic Students, please refer to [Admissions Information](#) for more information.

Learn More →

Meshed Higher Ed - Your Online Portal



Not Logged In  Home  Login  Forgot Password?

Course Information Student Application Agent Registration Agent List

Welcome to Meshed Higher-Ed Education Management System

 Meshed Higher-Ed is an enterprise education management system that offers the capabilities to manage and streamline the business processes of a higher education provider. Meshed Higher-Ed is a smart integration of several modules that deliver an opportunity to rationalize day-to-day operation of higher education provider. For example, Meshed Higher-Ed has various portals, access to relevant user groups such as student portal for student, teacher portal for lecturers/tutors/teachers and agent portal for agents.

Further Meshed Higher-Ed has departmental portals to provide system access to different Staff groups such as Student Services, Campus Manager, Academic Manager, Finance Team etc.

If you have any trouble accessing or navigating through Meshed Higher-Ed platform, please contact your System Administrator: itsupport@sci.edu.au



Login

Username

Password

☐ Keep me logged in

Login



Username

Password

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

[Log in](#)

[Log in as a guest](#)

OASIS Login



Student Support at SCI

To facilitate a positive and successful transition for students and promote their well-being, SCI currently offers the following support services:

- Administrative/Academic Support;
- Aboriginal and Torres Strait Islander Student Support;
- Academic and Career Consultation;
- Health and/or Disability Services Support;
- Mental Health and Wellbeing Support;
- Support for 'At-Risk' Students;
- English Language Support;
- Academic Counselling Sessions;
- Learning Support Sessions;
- For details, please refer to policies on SCI website sci.edu.au

Wellbeing Support

Sexual Harassment and Assault Policy and Procedure

Link – https://sci.edu.au/download/sexual-harassment-policy-and-procedure_v1-1/?wpdmdl=8081&refresh=69854937d2abb1770342711

SCI's Wellbeing Support – We Hear You!

Link - <https://sci.edu.au/wellbeing-support-we-hear-you/>



Policies & Procedures



STUDENT HANDBOOK

SCI Student Handbook

The handbook contains SCI Policies and Procedures.

SCI Student Handbook is available on SCI website and at Reception Desk.

Procedure for Claiming Refund

Submit
Completed
Refund
Application Form
to
sso@sci.edu.au

If Approved:
Refund Paid
Within 20
working days

For Appeals:
See “Student
Grievance
Management
Policy and
Procedure”

Refund Application

- ❖ If you are not satisfied with the outcome of your refund application, you have a right to appeal that decision in accordance with the *Student Grievance Management Policy and Procedure*.



Grievance Management Procedure



- **Formal Grievance Management Procedure**
- Academic grievances may include:
 - matters of academic advancement;
 - assessments including examinations and other evaluations;
 - course curriculum, and/or;
 - awards in a course of study.
- Non-academic grievances cover all other matters, including complaints about private information held by the Institute with respect to the student.



Grievance Management Procedure

- A formal complaint must be lodged by submitting the *Student Grievance Application Form*;
- Investigation commences and the student is notified within five (5) working days of receipt of the form;
- Student notified of the outcome within ten (10) working days of grievance being received;
- SCI maintains a register of formal complaints and grievances in accordance with the *Records Management Policy and Procedure*.



Deferral, Suspension and Cancellation

➤ Deferral

Students who wish to defer the commencement date of their course must advise the Institute in writing by completing the *Deferment, Suspension or Cancellation Form*. The Form must be accompanied by documentation clearly demonstrating the compassionate or compelling reasons for deferment.

➤ Suspension of Study or Cancellation of Enrolment

The Institution reserves the right to suspend or cancel a student's enrolment for reasons, including but not limited to academic and non-academic misconduct, non-payment of fees, failure to maintain satisfactory course progress or breach of academic integrity, in accordance with the *Deferral, Suspension and Cancellation Policy and Procedure*.

For further details, please refer to the *Deferral, Suspension and Cancellation Policy and Procedure*.

Academic Integrity

- SCI takes all cases of academic misconduct seriously. The students and staff are subject to penalties for committing academic misconduct;
- Library & Learning Support Manager is the Academic Conduct Officer who is responsible for identifying and reporting possible academic misconduct activity and educating students about scholarly practice and academic integrity;
- All of academic integrity breaches will be reported and recorded in *Academic Misconduct Register*;
- Students must complete Academic Integrity Module before commencing the course;



Learning Support Sessions

❑ Odd Weeks

	Tuesday	Wednesday	Thursday	Friday
08:30 - 09:00				By appointment only
13:00 - 13:30	Formal and professional writing	What is plagiarism (and how to avoid it)?	Referencing	

❑ Even Weeks

	Tuesday	Wednesday	Thursday	Friday
08:30 - 09:00	English language skills for academic success			By appointment only
13:00 - 13:30		Research with ProQuest	Study skills and exam preparation	

Reach out to the Library & Learning Support Team at Iso@sci.edu.au and library@sci.edu.au



SCI Learning Support

SCI provides ongoing and timely additional learning support to students through structured Learning Support Sessions to facilitate further development of learning skills and to improve English language proficiency.

Modules	Topics
Module 1	English language skills for academic success
Module 2	Study skills and exam preparation
Module 3	Formal and professional writing
Module 4	Referencing
Module 5	Research with ProQuest
Module 6	Plagiarism (and how to avoid it)



Library



Library & Learning Support



library@sci.edu.au
lso@sci.edu.au



SCI library home and search page can be reached at:



<https://southerncross.softlinkhosting.com.au/liberty/libraryHome.do>

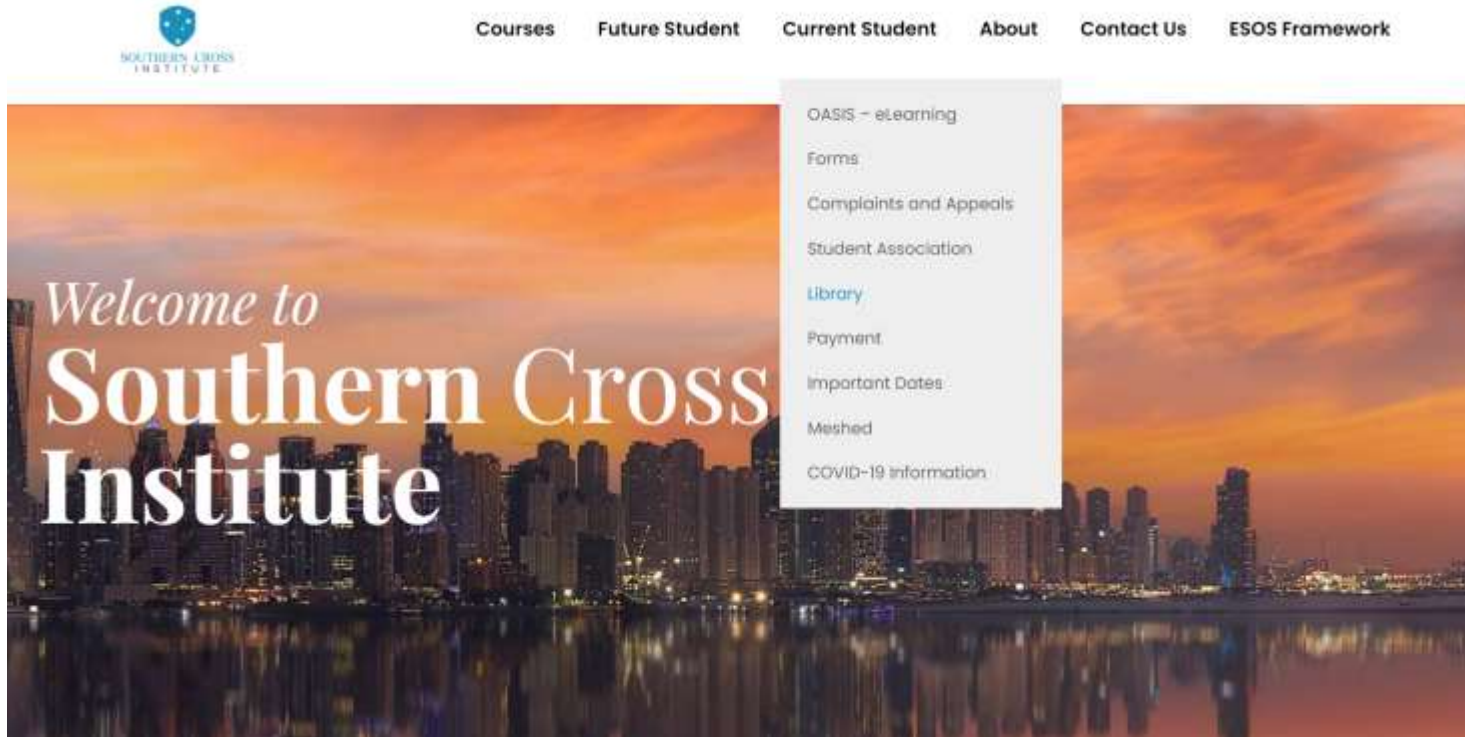


SCI OASIS page can be reached at:



<https://elearning.sci.edu.au/login/>

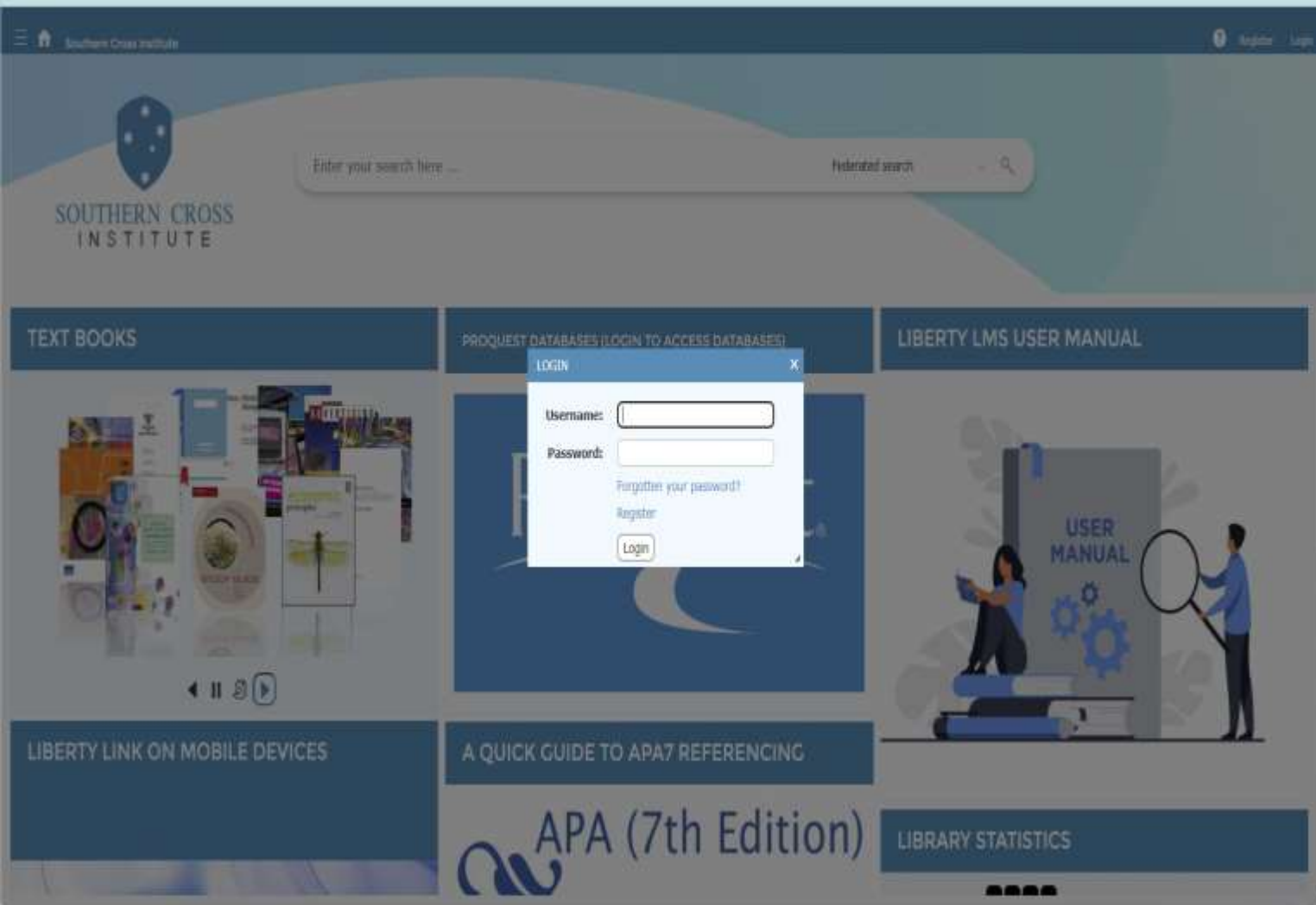
Library



Find the catalogue at <https://sci.edu.au/>

> Current Students > Library
Browse the collection
Check availability
Renew loans
Access ProQuest
Update library account

Library



Where to find the catalogue

www.sci.edu.au > Current Students > Library

- Search the catalogue
- Check availability
- Renew loans
- Access ProQuest
- Update library password

Student Visa	Accommodation
Tax File Number (TFN)	Overseas Student Health Cover (OSHC)
https://www.study.nsw.gov.au/	Transportation in Sydney and wider NSW





Medical Services

Parramatta Medical Centre Entrada Building,

- Shop 2, 20 Victoria Rd In Entrada
- Centre Phone: (02) 9762 1041
- Business Hours: 08:00 – 19:00 (Mon – Fri) / 09:00 – 15:30 (Sat – Sun)

Argyle Street Medical Centre

- Cnr Argyle & Marsden St, Parramatta NSW 2150
- Phone: (02) 9893 8733
- Business Hours: 08:00 – 18:30 (Mon – Fri) / 09:00 – 17:00 (Sat – Sun)

Recreational Activities



Luna Park

1 Olympic Drive, Milsons Point NSW 2061

Manly Water Works

Cnr West Esplanade & Commonwealth Parade,
MANLY NSW 2095



Sydney Beaches

Caution at the Beach

- ⑩ Always swim between the flags.
- ⑩ Do not swim alone.
- ⑩ Be careful of unexpected high waves.
- ⑩ Be careful of leaving personal belongings on the beach.
- ⑩ Always swim in patrolled areas.
- ⑩ Protect yourself from the sun – sunscreen, hat, shirt & sunglasses.



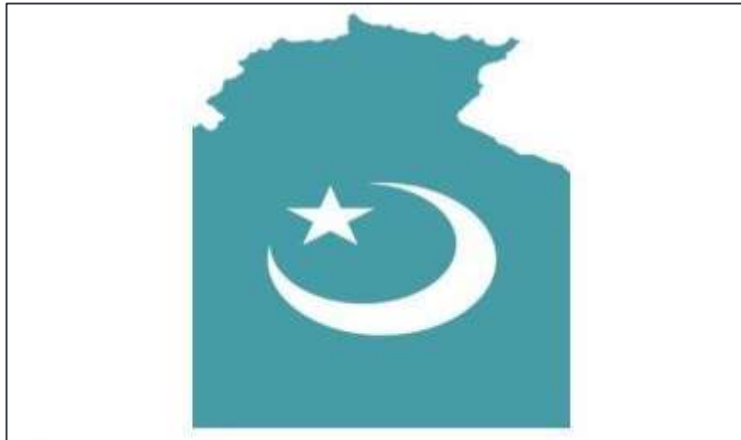
Bondi Beach



Manly Beach

Places of Worship

Australia is a multicultural society where most religions are represented and respected. A listing is available in the *SCI Student Handbook* and at the Reception for local Churches, other places of worship.





**Thank you for
choosing to
study at SCI**



Australian Government

Tertiary Education Quality and Standards Agency



Tel: +61 2 9066 6902

Email: info@sci.edu.au

Website: www.sci.edu.au

**Level 2, 1-3 Fitzwilliam Street,
PARRAMATTA NSW 2150**

**Level 6, 31-39 Macquarie Street,
PARRAMATTA NSW 2150**