

The Role of the Faculty Office

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Link Building

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If you've got problems with your enrolment, you've been sick from uni or you need to defer for the year, the place to start with is to go to Anna at the Faculty Office. Located next to the Link Lab, it's open from 11am-1pm and 3pm-4pm Mon to Fri.

As you enter the room there is a notice board that is used for upcoming events in engineering, possible work placement and information regarding counselling and other services. It's also the place to come to if there are any issues regarding your enrolment, changing your enrolment, special considerations, who your year advisor is and where to find them, or any other requests.

To change your enrolment the best steps to take are:

Try
changing it using MyUni, if this doesn't work come into the Office

For
a Special Consideration:

Either
pick up a special consideration form from the office or online at <http://www.usyd.edu.au/su/studentcentre/sib/erreviews>

Remember
to have the Professional Practitioners form filled in by your
doctor/counselor/psychologist

Fill
in the form and bring it to the office

The
forms will be stamped and photocopied and you must take the copies to the
relevant departments who coordinate the subjects

Note: All science subjects must be done with the
science department.