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 School of Accounting & Commercial Law

**ACCY 223 MANAGEMENT ACCOUNTING**

 Trimester One 2010  
**COURSE OUTLINE**


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<b>Names and Contact Details</b>	<b>Office</b>	<b>Telephone</b>
<i>Course Administrator &amp; Tutorial/Assessment Enquires:</i>	Ms Marina DOBROVOLSKAYA <a href="mailto:Marina.Dobrovolskaya@vuw.ac.nz">Marina.Dobrovolskaya@vuw.ac.nz</a>	RH 708 463-5775
<i>Course Coordinator &amp; Lecturer: Weeks 1-3 &amp; 8-10</i>	Mr John BRADSHAW (JB) <a href="mailto:John.Bradshaw@vuw.ac.nz">John.Bradshaw@vuw.ac.nz</a>	RH 617 463-5779
<i>Lecturer: Weeks 4-7 &amp; 11-12</i>	Mr Ken BATES (KB) <a href="mailto:Ken.Bates@vuw.ac.nz">Ken.Bates@vuw.ac.nz</a>	RH 716A 463-6474
<i>Duty Tutor: Duty Tutor Hours:</i>	Mr Wai Loong Tham Tuesdays 3.40pm – 4.30pm, and Thursdays 12.40pm– 1.30pm	RWW 223 RWW 222

**Trimester Dates:** Monday 1 March 2010 to Wednesday 30 June 2010.

**Teaching Period:** Monday 1 March 2010 to Thursday 1 April 2010 inclusive, and Monday 19 April 2010 to Friday 4 June 2010 inclusive

**Mid-Trimester Study Break:** Friday 2 April 2010 (Good Friday) to Sunday 18 April 2010

**Mid-Trimester Test:** worth a weighting of 30% of the final course mark takes place in the evening during the week starting 19 April 2010 (Actual Date to be advised)

**Study Period:** Monday 7<sup>th</sup> June – Thursday 10<sup>th</sup> June 2010

**Final Examination** worth a weighting of 40% of the final course mark will be scheduled as a 2 hour examination at some time during the period from Friday 11 June 2010 to Wednesday 30 June 2010 inclusive.

**Withdrawal from Courses:**

Information available via

**Withdrawal dates:** Late withdrawals with Associate Dean (Students) permission  
 (See Section 8: Withdrawals - from the Personal Courses of Study Statute)

<http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~000000001743.pdf>

**Withdrawal dates: refunds:**

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

**Class Times and Room Numbers:**

<b>Days</b>	<b>Morning Group</b>	<b>Afternoon Group</b>
<b>Tuesdays</b>	11.30am – 12.20pm in RHLT1	2.40pm – 3.30pm in GBLT1
<b>Thursdays</b>	11.30am – 12.20pm in RHLT1	2.40pm – 3.30pm in GBLT1

### Attendance at Lectures

A significant part of this course is lecture based. Therefore, you are strongly recommended to attend *all* lectures and tutorial group sessions. Much information, which is examinable, is conveyed by the *spoken word only* and is not posted on *Blackboard* or otherwise distributed!

## Detailed Programme for Teaching Period

The Weekly Topic Timetable of this detailed programme is a guideline only and variations may occur.

Week & Lecturer	Dates	Topic Areas	Readings	Tutorials & Online Tests
<b>1</b> <b>JB</b>	2 March 4 March	The nature of Management Accounting and the need for different costs for different purposes. (i.e. stock valuation, decision making (incl. pricing) and control. Cost classification and cost behaviour (assume CVP analysis is already known).	Horngrén, Ch 1 The Accountant's Role in the Organization & Ch 2 An Introduction to Cost Terms and Purposes Learning Objectives 1.1 – 1.3, 1.5; and 2.1 – 2.9	<b>NO Tutorial Group Session</b>  <b>START My-Accounting-Lab ONLINE TEST No 1 - JB</b>
<b>2</b> <b>JB</b>	9 March 11 March	Monthly management accounts for manufacturing and service businesses. The effect of alternatives (e.g. Marginal Costing versus Absorption Costing) on reported profit.	Horngrén, Ch 10 Determining How Costs Behave & Ch 9 Inventory Costing and Capacity Analysis Learning Objectives 10.1 – 10.5; and 9.1, 9.3	<b>NO Tutorial Group Session</b>  <b>* DUE 11 March ONLINE TEST No 1 - JB</b>
<b>3</b> <b>JB</b>	16 March 18 March	Absorption costing: allocation, apportionment and absorption; re-apportionment of service department costs; under/over absorption; Use of full cost info. Incl. cost plus pricing.	Horngrén, Ch 15 Allocation of Support-Department Costs, Common Costs, and Revenues Learning Objectives 15.1, 15.3	<b>ATTEND Tutorial Group Session No 1 JB</b>  <b>* DUE 18 March ONLINE TEST No 2 - JB</b>
<b>4</b> <b>KB</b>	23 March 25 March	Costing in manufacturing and services. Job/special order costing, overview of other costing approaches.	Horngrén, Ch 4 Job Costing Learning Objectives 4.1 – 4.4, 4.6, 4.7	<b>ATTEND Tutorial Group Session No 2 JB</b>  <b>* DUE 25 March ONLINE TEST No 3 - JB</b>
<b>5</b> <b>KB</b>	30 March 1 April	Relevant costs for decision making. The decision making model. Typical decisions: special pricing, outsourcing....	Horngrén, Ch 11 Decision Making and Relevant Information & Ch 14 Cost Allocation, Customer-Profitability Analysis, and sales-Variance Analysis Learning Objectives 11.2, 11.3, 11.5; and 14.1 – 14.3	<b>ATTEND Tutorial Group Session No 3 KB</b>  <b>* DUE 1 April ONLINE TEST No 4 - KB</b>
<b>Mid-Trimester Study Break: Friday 2 April 2010 (Good Friday) to Sunday 18 April 2010</b>				
<b>MID-TRIMESTER TEST: Takes place in the evening during the week starting 19 April 2010 (Actual Date to be advised)</b> <b>90 minutes duration (actual venues to be advised)</b> <b>Covers all topic areas so far, including work covered during week 5.</b>				

## Detailed Programme for Teaching Period (Cont.)

The Weekly Topic Timetable of this detailed programme is a guideline only and variations may occur.

<b>MID-TRIMESTER TEST: Takes place in the evening during the week starting 19 April 2010 (Actual Date to be advised)</b> <b>90 minutes duration (actual venues to be advised)</b> <b>Covers all topic areas so far, including work covered during week 5.</b>				
Week & Lec- turer	Dates	Topic Areas	Readings	Tutorials & Online Tests
<b>6 KB</b>	20 April 22 April	Segmental reporting and the drop a product/sector decision. Limiting factor decisions. Problem solving and decision making guidelines.	Horngren, Ch 11 & Ch 14 (Continued) PLUS material not in text	NO Tutorial Group Session  * <b>DUE 22 April</b> <b>ONLINE TEST</b> No 5 - KB
<b>7 KB</b>	27 April 29 April	Critique of conventional absorption costing. Activity Based Costing (ABC) methodology. Hierarchy of costs and cost drivers. Use of ABC costing information on products or services.	Horngren, Ch 5 Activity-Based Costing and Activity-Based Management Learning Objectives 5.1 – 5.5, 5.7, 5.8	<b>ATTEND</b> Tutorial Group Session No 4 KB <b>START My-</b> <b>Accounting-Lab</b> <b>ONLINE TEST</b> No 6 - KB
<b>8 JB</b>	4 May 6 May	The planning and control process and the link (or lack of?) between budgeting and strategy. Budgetary style and the behavioural implications of budgetary control and standard costing systems.	Horngren, Ch 6 Master Budget and Responsibility Accounting Learning Objectives 6.1 – 6.3, 6.5 – 6.8	<b>ATTEND</b> Tutorial Group Session No 5 KB  * <b>DUE 6 May</b> <b>ONLINE TEST</b> No 6 - KB
<b>9 JB</b>	11 May 13 May	Critique of fixed budgets, use of flexible budgets. Alternative budgeting techniques. Standard marginal costing and variance analysis. Setting standards, sales variances and overall cost variances.	Horngren, Ch 7 Flexible Budgets, Direct-Cost Variances, and Management Control Learning Objectives 7.1 – 7.5	NO Tutorial Group Session  * <b>DUE 13 May</b> <b>ONLINE TEST</b> No 7 - JB
<b>10 JB</b>	18 May 20 May	Standard marginal costing: The detailed cost variances: calculation, interpretation and action. (Awareness only of standard absorption costing).	Horngren, Ch 8 Flexible Budgets, Overhead Cost Variances, and Management Control Learning Objectives 8.1 – 8.6	<b>ATTEND</b> Tutorial Group Session No 6 JB * <b>DUE 20 May</b> <b>ONLINE TEST</b> No 8 - JB
<b>11 KB</b>	25 May 27 May	The pricing decision. Cost plus compared to market pricing, Price makers and price takers. Rate of return pricing. Overview of target costing.	Horngren, Ch12 Pricing Decisions and Cost Management Learning Objectives 12.1 – 12.3, 12.5	<b>ATTEND</b> Tutorial Group Session No 7 JB * <b>DUE 27 May</b> <b>ONLINE TEST</b> No 9 - KB
<b>12 KB</b>	1 June 3 June	The need for non-financial performance targets and measures.	Horngren, Ch 19 Balanced Scorecard: Quality, Time, and Theory of Constraints Learning Objectives 19.1 – 19.5	<b>ATTEND</b> Tutorial Group Session No 8 KB * <b>DUE 3 June</b> <b>ONLINE TEST</b> No 10 - KB
<b>FINAL EXAMINATION</b> <b>The final examination for this course will be scheduled at some time during the period from</b> <b>Friday 11 June 2010 to Wednesday 30 June 2010 inclusive (actual date to be advised).</b> <i>This is a general lecture outline only. Some topics may be addressed in a different week from that shown here.</i>				

## Course Content

This course builds on some concepts and techniques of cost and management accounting that may have been introduced in ACCY 111 “Accounting”. It covers the theory and practice of cost and management accounting, and includes detailed discussion of cost accounting systems, the philosophy and use of budgets and variance analysis for performance reporting and quantitative methods pertinent to modern management.

## Course Learning Objectives

Upon successful completion of this course, you should be able to:

1. explain the role of management accounting in organisations;
2. demonstrate the use of alternative costing techniques;
3. understand the principles of planning and budgetary control techniques and their behavioural implications; and
4. use management accounting techniques for short term decision making.

The above comprehensive course learning objectives are given in more detail during the various topic/subject sections of the course’s lecture programme. This more detailed form of course learning objectives should be an invaluable guide to you when studying the topic/subject material. The detailed course learning objectives are interwoven with references to appropriate assignment exercises/questions/problems, review test questions and problems, and readings to help you in your understanding and application of the course material.

In addition, the detailed course learning objectives assist in ensuring that you meet the compulsory management accounting coverage expectations of the New Zealand Institute of Chartered Accountants (NZICA) and CPA Australia.

Please note that your lecturers may use examples for explanation purposes in class, which are different to those in your textbook thereby further enhancing your understanding of the course material.

## Course Delivery

### Purpose of MyAccountingLab (MAL) Online Tests and Tutorial Group Sessions

The purpose of online tests and tutorial group sessions is to prepare you for:

- the mid-trimester test and the final examination, and
- your future career,

by giving you the opportunity to develop your knowledge, skill, and application ability levels by ‘applying what you have learnt’. Consequently:

- completion and submission of all your online tests, and
- attendance and participation at all your tutorial group sessions is strongly advised.

### Your Tutorial Group Sessions

**There are eight (8) tutorial sessions for each tutorial group of students, held during the following eight weeks:**

***Week 3, Tutorial Group Session No 1 - JB***

***Week 4, Tutorial Group Session No 2 - JB***

***Week 5, Tutorial Group Session No 3 - KB***

*Week 7, Tutorial Group Session No 4 - KB*

*Week 8, Tutorial Group Session No 5 - KB*

*Week 10, Tutorial Group Session No 6 - JB*

*Week 11, Tutorial Group Session No 7 - JB*

*Week 12, Tutorial Group Session No 8 - KB*

You will be given the opportunity to electronically sign up to be a member of one tutorial group on a first-come-first-served basis. The instructions for signing up are attached (see page 11 of this Course Outline). The completed tutorial group lists with their group identification number will be posted on the web-based Blackboard as soon as practically possible after the closing date of the tutorial group sessions' signup. Subsequent changes to those tutorial group lists can only be made by the Course Administrator Ms Marina Dobrovolskaya.

## Lecturer Consultation

Students are welcome to come for consultation especially during the lecturer's contact hours, which will be announced in class and posted on Blackboard. However, due to the large (300+students) class size, it is advisable to seek your tutorial group session tutor's, or the duty tutor's, help prior to approaching your lecturer.

## Duty Tutoring

Mr Wai Loong Tham is the Duty Tutor available for additional assistance outside of your assigned tutorial group sessions. Please seek your tutor's help first (during tutorial group sessions) before approaching the Duty Tutor or your lecturer (during their contact hours). The Duty Tutor's contact times (see page 1) will be announced in class and posted on the web-based **Blackboard**, at <http://blackboard.vuw.ac.nz>. The lecturers' contact times will also be announced in class and posted on Blackboard.

## Expected Workload

This is a 15 point course. As such it equates to 150 hours of work spread over its duration of: (i) 12 lecture weeks, (ii) 2 mid-trimester study break weeks, and (iii) 1 study week prior to the final examination period. That is a total of **10 hours of work per week** (150 hours of work ÷ 15 weeks). These 10 hours is sufficient time to cover your course material reading, studying, and reviewing course work, completing your *MyAccountingLab* online tests, preparing for your tutorial group sessions, and finally attending your lectures and tutorial group sessions.

## Group Work

Group work is limited to your participation in your Tutorial Group Sessions.

## Pre-requisites

ACCY 111 Accounting and ECON 130 Economic Principles and Issues

## Co-requisite

ACCY 001 Book-keeping

## Readings

### Prescribed Textbook and Additional Readings

- Horngren et al, *Cost Accounting: A Managerial Emphasis* 13<sup>th</sup> Ed, which includes the *MyAccountingLab* access package [Note that when purchasing a new textbook, it comes with a free ‘access code key’ which enables you to register online to use *MyAccountingLab*. However, if you purchase a second-hand textbook, or do not wish to purchase a new textbook, then you need to contact John Bradshaw, the course coordinator, ASAP regarding obtaining an ‘access code key’ so that you are able to meet your mandatory course requirements (see Mandatory Course Requirements at bottom of page 8 and top of page 9). Students who may have purchased separately only the ‘access code key’ from VicBooks are able to obtain a full refund, provided they can provide VicBooks with valid proof of purchase.]
- All learning objectives (LOs) referred to in the detailed programme on pages 2 and 3 of this Course Outline are from the prescribed text book. Learning objectives are identified by chapter: so learning objective 1.3 is chapter 1, learning objective 3; learning objectives 2.1 – 2.9 are from chapter 2, learning objectives 1 through 9.
- Please read the appropriate sections of the prescribed textbook, as indicated in the detailed programme on pages 2 and 3 of this Course Outline.
- Additional material where required will be provided in lectures and on *Blackboard*.

Much of the course content follows the textbook. The majority of tutorial questions are taken from the textbook. You *must* read and understand the chapters of the textbook that are listed in the Lecture Outline. To help you accomplish this, you are able to complete on-line revision exercises for relevant chapters of the textbook and to complete online homework tests (see below). Therefore, ***it is strongly recommended that you purchase a copy of the prescribed textbook. In addition, it is a mandatory course requirement that you register on MyAccountingLab with Pearson so that your performance in the online homework tests can be electronically recorded.*** (See further details under *MyAccountingLab Online Homework Tests* below.)

### Recommended and Additional Textbooks that you may wish to Consult

- Garrison, RH, Noreen, EW, and Brewer, PC., *Managerial Accounting*, 11<sup>th</sup> ed. McGraw Hill, 2006
- The VUW Commerce library has many other managerial- / management- / cost- / accounting textbooks available.

### Assessment Requirements

*Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.*

These assessments requirements meet the course learning objectives by:

- covering all material/topics taught in the course, and

- assessing the understanding and application of management accounting techniques and the evaluation of management accounting concepts.

These assessment requirements cover the following three points below, namely:

- 1. Online Homework Tests (30%),**
- 2. Mid-Trimester Test (30%), and**
- 3. Final Examination (40%).**

## **1. Online Homework Tests (30% of overall grade)**

Online tests consist of ten (10) *MyAccountingLab* online homework tests.

*MyAccountingLab* tests are worth 3% each for a possible total of 30% of your total grade.

### ***MyAccountingLab* Online Tests**

When you purchase the textbook, you must enrol with the publisher's (Pearson's) online *MyAccountingLab*. Instructions on how to do this, and your access code, are at the beginning of your textbook. Further details will be provided on *Blackboard* under *Course Information* and in class during Week 1.

The course includes 10 online homework tests, which each have an equal weighting of 3% in the calculation of your final grade. The tests take a maximum of 60 minutes each and are due for submission by 5.00pm on Thursdays. You may repeat and re-submit each test as many times as you wish, provided you do that prior to the closing time of 5.00pm on Thursdays. Topics/Learning Objectives (LOs) to be covered for each online test will be:

**Week 2, Online Test No 1 - JB: LOs 1.1 – 1.3, 1.5; and 2.1 – 2.9**

**Week 3, Online Test No 2 - JB: LOs 10.1 – 10.5; and 9.1, 9.3**

**Week 4, Online Test No 3 - JB: LOs 15.1, 15.3**

**Week 5, Online Test No 4 - KB: LOs 4.1 – 4.4, 4.6, 4.7**

**Week 6, Online Test No 5 - KB: LOs 11.2, 11.3, 11.5; and 14.1 – 14.3**

**Week 8, Online Test No 6 - KB: LOs 5.1 – 5.5, 5.7, 5.8**

**Week 9, Online Test No 7 - JB: LOs 6.1 – 6.3, 6.5 – 6.8**

**Week 10, Online Test No 8 - JB: LOs 7.1 – 7.5 (and 8.1 – 8.6)**

**Week 11, Online Test No 9 - KB: LOs 12.1 – 12.3, 12.5**

**Week 12, Online Test No 10 - KB: LOs 19.1 – 19.5**

Any changes to this schedule will be announced in lectures and posted on *Blackboard*.

Each weekly online homework test will be available for you to attempt starting the prior Thursday at 5.00pm. You may complete the test as many times as you like. The online homework tests will close on Thursdays at 5.00pm each week.

If you cannot sit an online homework test because of illness or a bereavement, you must immediately contact the Course Administrator to provide evidence of your impairment (e.g. a medical certificate) if you want us to take your circumstances into account in determination of your final grade. As the online tests are available for you to sit at any time during the week, you will NOT be granted an extension simply because you were impaired on the final due day of the test. You will need to demonstrate that you could not have done the test on ANY of the days that it was available (so you will need to show evidence of impairment for the ENTIRE week).

## **2. Mid-Trimester Test (30% of overall grade, duration 90 minutes)**

This mid-trimester test is scheduled to take place in the evening during the week starting the **19 April 2010 (Actual Date to be advised)**; its duration will be 90 minutes. The test will

cover, as indicated on the **Detailed Programme for Teaching Period** (see pages 2 and 3 of this Course Outline), all the material/topics covered during the first 5 weeks of lectures and includes lectures, online homework tests no.1, no.2, no.3, no.4, and no.5 as well as any tutorial group discussion material covered for tutorial group sessions no.1, no.2, and no.3, plus any extra work given by the lecturer(s).

**We expect all students who enrol in this course to plan around the mid-trimester test and final examination dates. The only exceptional circumstances that are taken into account are where, at the time of the mid-trimester test or the final examination, a student suffers the death of a close relative or is ill (as evidenced by a proper medical certificate).**

### **3. Final Examination (40% of overall grade, total duration is 120 minutes, i.e. 2 hours)**

**The final examination for this course will be scheduled at some time during the period from Friday 11 June 2010 to Wednesday 30 June 2010.**

Students who enrol in courses with final examinations are obliged to attend an examination at the University at any time during the formal examination period, which is Friday 11 June 2010 to Wednesday 30 June 2010 (inclusive).

The final examination will cover all work as indicated on the **Detailed Programme for Teaching Period** (see pages 2 and 3) as follows:

- All material/topics covered, **which were not covered** during the first 5 weeks of the teaching period and includes lectures, online homework tests no.6, no.7, no.8, no.9, and no.10, and any tutorial group discussion material covered for tutorial group sessions no.4, no.5, no.6, no.7, and no.8, will have an approximate weighting of **35% of your overall grade** (i.e. a weighting = 87.5% of the final examination, which is approximately 105 minutes of the final examination's total duration of 120 minutes).
- All material/topics covered, **which were covered** during the first 5 weeks of the teaching period and includes lectures, online homework tests no.1, no.2, no.3, no.4, and no.5, and any tutorial group discussion material covered for tutorial group sessions no.1, no.2, and no.3, will have an approximate weighting of **5% of your overall grade** (i.e. a weighting = 12.5% of the final examination, which is approximately 15 minutes of the final examination's total duration of 120 minutes).

### **Materials permitted in mid-trimester test and final examination**

- Non-programmable silent calculators.
- Non-electronic foreign language dictionaries.

### **Mandatory Course Requirements**

A student must meet the *mandatory course requirements* which are to:

- Enrol with the publisher's (Pearson's) online *MyAccountingLab* and complete and submit each of their 10 online homework tests;
- Attend the Mid-Trimester Test scheduled to take place in the evening during the week starting the 19 April 2010 (Actual Date to be advised) and submit their test script; and
- Attend the Final Examination and submit their examination script.



## Course Pass Requirements

In order to pass this course, a student must: (a) meet the *mandatory course requirements*, and (b) achieve a weighted average mark of 50% or more, utilising the indicated weightings, over: (i) *MyAccountingLab* Online Tests (weighting 30%) plus, (ii) Mid-Trimester Test (weighting 30%), plus (iii) Final Examination (weighting 40%).

## Class Representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

## Communication of Additional Information

Additional information concerning this course will be provided in lectures and posted on the web-based **Blackboard** system at <http://blackboard.vuw.ac.nz> .

## Faculty of Commerce and Administration Offices

### Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

## Use of Turnitin

The following words (modified as necessary for particular circumstances) should appear in course outlines, when work submitted by students is likely to be checked by *Turnitin*.

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you

are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

**For the following important information follow the links provided:**

**Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

**General University Policies and Statures**

<http://www.victoria.ac.nz/home/about/policy>

**AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

**Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

**Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)

## Detailed Tutorial Group Sessions' Signup Instructions

1. Go to the signup website at: <https://signups.victoria.ac.nz>
2. Enter your SCS username and password to login the system.
3. The "Signup Home" page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A "key" is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial sessions.
6. If there are spaces left in a particular session, you will see the "ENROL" button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the "JOIN WAITLIST" button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only "JOIN WAITLIST" if you have already enrolled in one of the other available sessions. In other words, "ENROL" in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to "WITHDRAW" from a session you have already enrolled for. You can also choose to "CANCEL WAITLIST" to remove yourself from a particular waitlist.
10. A "FULL" button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
11. More details on the various buttons are available in the "Key" section at the bottom of the signup page.
12. You should "ENROL" in only ONE tutorial session and may "JOIN WAITLIST" for only ONE other tutorial session.
13. You can login and signup (or change your signup) anytime before the **closing date of the tutorial group sessions' signup. You will NOT be able to sign up or change your choice after the tutorial group sessions' signup has closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on "My Signups" on the left hand menu.
15. Click on "Support" on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the tutorial group sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.