Student Administration Newsletter
Week beginning Monday 6 August 2007

Admissions Section

Manager – Martin Parker 7116
Team Leader – Sandra Smith 7140
AO – vacant 7138
AO – Saranne Gouwentak 7137 (Strathfield, North Sydney)
AO – Suzanne Hill 7133 (Brisbane, Canberra)
AO – Lyn Bull 7433 (Melbourne, Ballarat)
AO – Chris Flower (Tue, Wed, Thu) 7285 (Online, National, CLS)
admissions@acu.edu.au
docsadmission@acu.edu.au (Prospective students only)

ADMISSIONS MID-YEAR APPLICATION STATISTICS
The statistics shown below are the total number of mid-year applications (Fee-paying and Commonwealth-supported places) received through Student Connect – Apply for Admission

<table>
<thead>
<tr>
<th></th>
<th>Ballarat</th>
<th>Brisbane</th>
<th>Canberra</th>
<th>Melbourne</th>
<th>North Sydney</th>
<th>Strathfield</th>
<th>National/Online</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>22</td>
<td>161</td>
<td>45</td>
<td>260</td>
<td>39</td>
<td>265</td>
<td>276</td>
<td></td>
<td>1068</td>
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</tbody>
</table>

These figures include duplicate applications and all preferences, but do not include the TAC applications.

ADMISSION MID-YEAR DOCUMENTATION STATISTICS

<table>
<thead>
<tr>
<th>Supporting Docs</th>
<th>Assessment Returned from CC</th>
<th>Direct App’s</th>
<th>Transfer App’s</th>
<th>Cross Inst App’s</th>
<th>Re-Admiss App’s</th>
<th>UAA Indiv Unit App’s</th>
<th>Defer App’s</th>
<th>Other</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>426</td>
<td>135</td>
<td>97</td>
<td>238</td>
<td>26</td>
<td>6</td>
<td>8</td>
<td>22</td>
<td>102</td>
<td>1060</td>
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</table>

2008 COURSE BROWSER/2008 COURSE LISTING
Admissions and Web Content and Development (ITCS) are currently updating the course browser with all the course changes for 2008.

Attached is an updated 2008 course listing, CSP places have been added to Graduate Certificate in Mathematics and Graduate Diploma in Midwifery.

2008 APPLICATIONS
Admissions are now uploading applications for the 2008 Academic Year. Should any of these applicants wish to commence study in either of the Spring study periods, Admissions will amend the Banner admit term to 200740. Applicants will receive their acknowledgement email and a request to submit their supporting documentation.

Information to applicants regarding assessment and future offers is displayed on the Admission login screen in Student Connect – Apply for Admission.

2008 ADMISSION ADDITIONAL INFORMATION/FORMS
The Admissions Section is currently updating all 2008 additional information/forms; the updated forms will be available on the ACU website early next week.

TRANSFER POLICY
At the Admission Committee meeting on 20 April, changes were made to the Transfer Policy.

1. Course Transfers
   - Undergraduate courses with entry via a TAC. Students who wish to apply for a course transfer into an undergraduate course where commencing applicants seek admission through a TAC, now apply for a course transfer through the relevant TAC, eg a student currently in a BA course who wishes to transfer into a BEd(Primary) course must apply through their relevant state TAC.
   
   Students who wish to transfer from a dual degree to a single degree that is a component of their dual degree submit Form DDT to the Enrolments Section.

   - Direct application undergraduate and postgraduate courses. Courses where commencing applicants seek admission into a course through Student Connect – Apply for Admission now apply for a course transfer through Student Connect – Apply for Admission.

   - UniAccess students. Students wishing to transfer into the course aligned with their program apply for a course transfer through Student Connect – Apply for Admission

2. Campus Transfers. Students seeking a campus transfer in the same course apply through Student Connect – Apply for Admission.
   
   A student who wishes to apply for a new course at another campus must apply for entry through the relevant state TAC.

3. Fee to CSP place. Students seeking to transfer from a Fee-paying place to a Commonwealth-supported place in the same course apply through Student Connect – Apply for Admission.
   
   A student who wishes to apply for a CSP place in another course must apply for entry through the relevant state TAC.

4. International to Permanent Resident Status. International students who obtain Permanent Resident status apply for a domestic CSP or Fee Place apply on a paper-based form. Further discussions will determine the appropriate form.

   Future discussions between Admissions, Systems and IRM Sections will determine how transfer requests will be captured through Student Connect – Apply for Admission.
Enrolments Section

Manager – Doreen Bonnici 3049
A/Team Leader – Michael Dorman 3058
A/Enrolments Officer – Michelle Webley 3052
AO – Gladys Britto 3408
AO – Micki Grogan 3407
AO – vacant 3550
enrolments@acu.edu.au
course-completion@mary.acu.edu.au
AO – Nicole Reeves (on secondment)

MID-YEAR COURSE COMPLETION
IMPORTANT DATES
23 July 2007 - Enrolments commenced printing and mailing out official transcripts to course complete students on a weekly basis.
16 August 2007 - Enrolments will send details of all students who were made course complete in Round 1 to the Dean of each Faculty for ratification.
20 August 2007 - Enrolments email Round 2 ‘Pro forma for Submission of Candidates for Graduation’ and internal transcripts will be sent to Course Co-ordinators.

ADDING UNITS VIA STUDENT CONNECT- MANAGING YOUR STUDIES FOR SEMESTER 2, 2007
Please note that the final day that students could enrol in units online via Student Connect- Managing Your Studies for Semester 2 was Sunday 5 August 2007.

Any student now wishing to add a unit is required to submit an Application for Late Addition of Unit/s (LAU) form, and pay the prescribed late fee.

WITHDRAWAL OF UNITS VIA STUDENT CONNECT- MANAGING YOUR STUDIES FOR SEMESTER 2 2007
The final day that students can withdraw from Semester 2 units online via Student Connect- Managing Your Studies, without a WW grade being recorded on the transcript, is Sunday 12 August 2007.
Information Resource Management (IRM) Section

Manager – Tim Spackman 7457
Team Leader – Phil Davis 7312
AO – Tony Day 7467
AO – Rachael Parun 7142
AO - Heather Styman 7324
irmsection@acu.edu.au

COURSE ENROLMENT GUIDES (CEGs)
2008 unit details have been set up in BANNER. The IRM Section has commenced checking that the unit details in the CEGs match those in BANNER.

HANDBOOK
Uploading of all 2008 Handbook information into the web site is in progress. The Handbook is our main priority, as DEST requires this information to be available on the web from 1 September.

KNOWLEDGE MANAGER MULTIPLE LOGINS
The Web Content and Development team has been addressing the multiple login problems occurring when accessing pages on Knowledge Manager. We have implemented a short term solution and this issue is now being investigated by Squiz, the software developer for our web content development system.

ACADEMIC DATABASE (ADS)
ACU National will be acting as host for the Academic Database User Group on Tuesday 14 August. In attendance will be representatives from QUT, UNE, Monash University, Swinburne University of Technology, CQU, Agresso (the program developers) and Solidity (ADS vendors).

PUBLIC HOLIDAY – WEDNESDAY 15 AUGUST
Wednesday 15 August is a public holiday in Brisbane for the Exhibition.

Student Fees Section

Manager – Wayne Darnley 3056
Team Leader – Jacqueline Anderton 3059
AO – Joshua Toomey 3067
AO – Carys Lewis (temp) fees@acu.edu.au

2007 SEMESTER 2 AND RESEARCH TERM C INVOICES
Invoices for 2007 Semester 2 and Research Term C are updated nightly to pick up any changes then loaded to Student Connect - Managing Your Studies. The payment due date is on the invoice for Semester 2, and Research Term C is 27 August 2007.

LATE PAYMENT FEE
On Monday 6 August 2007, a late fee of $50.00 was applied to students who had a due date for semester 2 fees of 23 July 2007 and had not paid.
2007 SPRING A TERM INVOICES
Invoices for 2007 Spring A Term are updated nightly to pick up any changes then loaded to Student Connect - Managing Your Studies. The payment due date is 1 September 2007.

INTERNATIONAL STUDENTS’ FEES DUE DATE
Payment due date for Semester 2 fees for international students is Friday 31 August.

Student Systems Section

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
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<tr>
<td>Manager – Grant Glanfield</td>
<td>4225</td>
</tr>
<tr>
<td>Team Leader – Robert Hartup</td>
<td>4227</td>
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<tr>
<td>SSSO (Research) – John Montalto</td>
<td>3152</td>
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<tr>
<td>SSSO – Ian Bray</td>
<td>5399</td>
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<td>SSSO (acting) – Angela Forrester</td>
<td>3891</td>
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<tr>
<td>SSSO – Gabriel Spata</td>
<td>4297</td>
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<tr>
<td>System Administrator – Mardi Ettelson</td>
<td>3068</td>
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<tr>
<td>System Administrator – Kate Gentle</td>
<td>4163 (acting)</td>
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<tr>
<td>Project Manager – Pat Flynn</td>
<td>4114</td>
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<tr>
<td>Business Analyst – Kristopher O’Brien</td>
<td>4236</td>
</tr>
<tr>
<td>Business Analyst – Adam Jay</td>
<td>3066</td>
</tr>
</tbody>
</table>

systems@acu.edu.au

2008 UNIT OFFERING DATA
Student Systems have completed the entry of the 2008 unit offering data into Banner. Systems will be forwarding a final list of units to each Faculty Executive Officer for information this week.

2008 UNIT OFFERING DATA – AUTHORISATION PROCEDURE FOR FURTHER AMENDMENTS
(Leo’s advice of 6 August 2007 to Deans, Associate Deans (Teaching & Learning), Heads of School and Faculty Executive Officers).

Student Systems initially requested the 2008 unit offering data in April this year. The data was to be provided per Faculty, with the Executive Officers responsible for the collation and submission of this data to Student Systems by the due date of 14 May.

This initial data was entered into the Banner system by 6 July and a full-year unit listing for 2008 was provided to each FEO for final confirmation. The due date for provision of this confirmation and any further amendment requests was 31 July.

Any further requests for amendments to 2008 unit offering data will require the written authorisation of the Associate Dean (Teaching and Learning), and even so may not be able to be actioned pending the requirements of the HEIMS legislation.
This new process needs to be adopted by each Faculty and School. If Student Systems receive any further amendment requests without the appropriate authorisation, these will be returned to the relevant Faculty.

**BANNER REPORTS – SSZUNIT**
The unit listing report SSZUNIT is currently not working correctly when Parameter 05 Sort Code is set to “A” – AOU. All staff should use the Sort Code “S” – Subject/Course until the problem is resolved.

**TUTORIAL DIRECT**
On Monday 6 August Tutorial Direct was closed to student access for Semester 2 allocations. Students will not be able to make changes or allocate themselves to classes. Students should be referred to their Course Co-ordinator if they have tutorial allocation/timetable issues. Staff can still access Tutorial Direct to manage their unit tutorial lists and produce web-based reports by logging on via the myACU website.

**STAFF**
Systems staff will be attending the following Project Management Fundamentals workshops:
Kate Gentle – Thursday 9 August
Robert Hartup and Gabriel Spata – Tuesday 14 August

Ian Bray will be on leave 13-24 August.

**WORK REQUESTS**
A reminder that only urgent and necessary work requests will be forwarded to MIS for action as each request/change required now means development in both the current Banner version 5.6 and in the new environment for version 7.3. A freeze on non-essential changes is to assist the Banner 7 upgrade, controlling the project work so that there is sufficient time to develop the change and to allow users to test in Banner 7 before the fast approaching implementation date in early October.

**Systems requests**
There are two methods of contacting the Student Systems team:
1. **HEAT helpdesk** for **ALL** requests regarding access to Banner and Student Connect. This includes access requests for new users, change of Banner security profiles (eg user requires access to a new Banner form), and any difficulties in initial access to these Systems (eg Faculty user has misplaced Student Connect User ID and/or PIN). The users will click on the HELP button in Lotus Notes (don't just send to helpdesk as this does not load the call to HEAT) and send their request details to the Helpdesk – this will then be logged to Systems. This will allow monitoring of calls and enable Systems to provide analysis of these requests;
   **(Please note that the HEAT helpdesk system is being reviewed and replacement software being evaluated so this may change soon – advice will be provided in that case)**
2. **systems@acu.edu.au** email address for **Tutorial Direct** issues and **all other Banner requests**, such as unit/crn creation, quota issues, advice on system functionality, investigation of specific problems etc.

In general, the more complex or detailed issues should continue to be forwarded to the **systems@acu.edu.au** email address, while the access issues are to be forwarded to the **HEAT helpdesk**.
## Timetabling, Examinations and Results Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Lisa Richards</td>
<td>7459</td>
<td>(Canberra, North Sydney, Strathfield)</td>
</tr>
<tr>
<td>Team Leader</td>
<td>Carol Bradley</td>
<td>7289</td>
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</tr>
<tr>
<td>AO</td>
<td>vacant</td>
<td>7290</td>
<td></td>
</tr>
<tr>
<td>AO</td>
<td>Ty Noble</td>
<td>7460</td>
<td></td>
</tr>
<tr>
<td>A/Team Leader</td>
<td>Aileen Conradi</td>
<td>7131</td>
<td>(Ballarat, Brisbane, Melbourne)</td>
</tr>
<tr>
<td>AO</td>
<td>Debbie Ferguson</td>
<td>7286</td>
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</tr>
<tr>
<td>AO</td>
<td>Daniella Gangemi</td>
<td>7358</td>
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</tr>
<tr>
<td>AO</td>
<td>Tim Berry</td>
<td>7483</td>
<td>(seconded: S+ Implementation Project)</td>
</tr>
</tbody>
</table>

- timetabling@acu.edu.au
- examinations@acu.edu.au
- studentresults@acu.edu.au
- TimetablingProject@acu.edu.au

### TIMETABLING

#### Semester 1 2008
Completed Timetable Databases are due to be returned, by the Schools, to TE&R on Monday 13 August 2007.

#### Semester 2, Spring A & B 2007
No more changes are being made to the Semester 2 timetable. The only exceptions will be to delete unnecessary classes or to add classes where enrolments exceed current room capacity. Changes to times, rooms etc. will not be accepted.

Spring A and B timetables were published on Friday 3 August.

#### Tutorial Direct
All Tutorial Direct queries regarding buffers, students not allocated to classes or LIC issues are to be emailed to the Student Systems email account: systems@acu.edu.au

Tutorial Direct closed on Monday 6 August. Students are no longer able to view their timetable via Tutorial Direct. Any queries received from students who are unaware of their allocations will be directed to LICs/CCs/Schools for assistance.

### IMPORTANT NOTICE: Video Conference Room Bookings

TE&R and ITCS have reviewed the current video conference room booking system (there are both vidcon meeting AND vidcon lecture rooms at each campus). It has been determined that, effective immediately, the Timetabling, Examinations and Results (TE&R) Section will manage video conference room bookings across all ACU National campuses for the video conference lecture rooms only (where the booking is for teaching purposes). Bookings for the video conference meeting rooms will be managed by ITCS.

Video conference lecture room bookings managed by TE&R include bookings related to or affecting:
• A unit code
• A group of students
• Tutorials/Lectures
• Make up/catch up classes
• Other bookings related to timetabled teaching activities.

Bookings for the above purposes will normally be requested via the Timetabling Request process. Where there is a requirement for additional video conference lecture bookings not previously made through the Timetabling Request process, the booking requirements may be emailed directly to TE&R at timetabling@acu.edu.au.

The following details will be required:

Name of Lecturer:
Unit Code:
Rooms/Campuses Required:
Student Cohort Groups (eg: BA 1, BN 2):
Date of the Booking:
Time of the Booking: (Specify which campus the commencement time refers to. During daylight saving, all bookings will have a Brisbane Start Time (EST)).

All requests for video conference meeting room bookings will be managed by ITCS via the Helpdesk on 7272 or Helpdesk@acu.edu.au.

If you are ever in any doubt call the Helpdesk team for advice or visit the ITCS website for Video Conference Meeting and Lecture rooms support at: http://my.acu.edu.au/34799.

EXAMINATIONS
The examination cycle for Semester 2 2007 will commence next week. The examination request system will open on Monday 13 August and close at 4.30pm on Friday 24 August. Examinations not requested by the closing date/time will need to be run as school-based examinations.

Examination Procedures for Academic Staff 2007 is located at myACU > Staff > Resources > Knowledge Manager > Timetabling Examinations and Results Section > Examinations Procedures for Academic Staff

Please direct queries to examinations@acu.edu.au

RESULTS
Deferred Examination Results Semester 1 2007
Students approved to sit deferred examinations during the Semester 1 2007 period were given DE grades with a lapse date of 10 August. Any DE grade not finalised (by submitting a Change of Grade (CG) form to the Student Centre) by that date, will roll to fail.

A Banner report run at 11am on Tuesday 7 August indicated that 233 students still had DE grades.

Outstanding Semester 1 2007 Results
Difficulties with the relevant Banner report have resulted in our inability to identify current missing results. Advice will be provided when the data becomes available.

A REMINDER TO STAFF
All general/ad hoc room bookings are to be emailed to Helpdesk.
IMPORTANT DATES
Winter Term Results due..............................................................Fri 10 Aug
Timetable Databases due ..........................................................Mon 13 Aug
Exam Request System Opens ....................................................Mon 13 Aug
Show Public Holiday (Brisbane only) .................................Wed 15 Aug
Winter Term Results roll.........................................................Thus 16 Aug
Winter Term Results released ...................................................Fri 17 Aug
Exam Request System Closes .....................................................Fri 24 Aug

STAFFING ARRANGEMENTS
• Daniella will be on leave on Friday 10 August.
• Lisa will be on leave Monday 13 August.