

Starting at Australian Catholic University



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Welcome to Australian Catholic University

As you commence your studies Australian Catholic University is very pleased to extend to you a warm and encouraging welcome to the most distinctive public university in this country.

Australian Catholic University is Australia's only Catholic, national, publicly funded university and is open to all. It aspires to be a community characterised by free enquiry and academic integrity and it enjoys national and international recognition as an institution in which all activities are driven by its distinctive mission in a quality way. With campuses in Ballarat, Brisbane, Canberra, Melbourne and Sydney, the University is uniquely placed to provide quality higher education, research and community engagement opportunities to a diverse and dispersed student body. Internationalisation is also an important component of the University's activities. You can find out more about the University through our website at <http://www.acu.edu.au>.

There are great challenges in the task of higher education and they ask for the very best of all of us. Together, we can significantly improve our society. As a nation we face major decisions about how we relate to each other, regardless of our varied ethnic origins, and we are all motivated by the pursuit of the true purpose of higher education.

The University congratulates you on your offer, welcomes you most warmly, and encourages you to contribute actively to the life and energy of your University.

Accepting an offer

The steps on how to accept your offer vary according to how you were admitted to ACU National:

All students enrol online via **Student Connect**.

QTAC offers:

- **Step 1:** Accept via QTAC's offer response website.
See <http://www.qtac.edu.au>
- **Step 2:** Attend course information session (if offered) for your course.
See <http://www.acu.edu.au/enrol>
- **Step 3:** Enrol online at the University via **Student Connect – Managing Your Studies**. See page 5

UAC offers:

- **Step 1:** Accept via UAC's Online Offers website.
See <http://www.uac.edu.au>
- **Step 2:** Attend course information session (if offered) for your course.
See <http://www.acu.edu.au/enrol>
- **Step 3:** Enrol online at the University via **Student Connect– Managing Your Studies**. See page 5

VTAC offers:

- **Step 1:** Attend course information session (if offered) for your course.
See <http://www.acu.edu.au/enrol>
- **Step 2:** Enrol online at the University via **Student Connect – Managing Your Studies**. See page 5

Direct Offers

- **Step 1:** Attend course information session (if offered) for your course.
See <http://www.acu.edu.au/enrol>
- **Step 2:** Enrol online at the University via **Student Connect – Managing Your Studies**. See page 5

Deferment

If you want to defer your bachelor degree or associate degree offer, visit <http://www.acu.edu.au/deferment> for detailed information on how to defer your offer. **Note:** Deferment is not available for postgraduate, cross-institutional or non-award offers.

How to Enrol

To enrol successfully into your course at the University you must complete the following steps. All information and relevant links are available at <http://www.acu.edu.au/enrol>

1. Attend a course information session for your course (if offered) see: <http://www.acu.edu.au/enrol>
2. Read the relevant **Course Enrolment Guide** for correct unit enrolment information at: <http://www.acu.edu.au/enrol>
3. Complete your unit enrolment via **Student Connect** for all study periods in which you intend to enrol for the full academic year.
4. If you received an offer for a Commonwealth-supported place (CSP), you must complete your *Request for Commonwealth support and HECS-HELP form*. Note: You require your **Tax File Number** if you intend to defer some or all of your student contribution (ie access HECS-HELP). See page 8 for details.

You will find information on orientation, the commencing dates of each semester, final date to add or delete units, exam periods and census dates under 'Important Dates' at <http://www.acu.edu.au/enrol>

Student Connect

What is Student Connect?

Student Connect is a self-service, web-based student administration system providing a secure, simple and user-friendly web interface, allowing you to undertake most of your administrative transactions with the University and to keep track of your progress electronically.

You can:

- Apply for admission online
- Enrol into units online
- Vary your enrolment online
- View and update your personal details
 - Address information
 - Telephone contact details. Please ensure you include your mobile number for text messages from the University
 - Emergency contacts
- View and pay your fees
 - Apply for HECS-HELP or FEE-HELP
 - View and print a copy of your Commonwealth Assistance Notice (CAN)
 - Pay your fees (eg in a postgraduate fee-paying course)
 - Access and print a summary of results

Accessing Student Connect

You can access **Student Connect** online

- at your home or work
- in the University library
- in any University computer laboratory
- at an internet café

Free internet access is available in all of the University libraries

Instructions to Login to Student Connect

Access to myACU Home Page

Step 1:

From your Web Browser type in <http://my.acu.edu.au>

Select '**Students**'

Step 2:

Select the '**Student Connect**' link under '**Quick links**' on the right hand side of the screen.

Step 3:

Click on '**Continue to Student Connect - Managing Your Studies**' at the bottom of the Notice Board.

Step 4:

Enter Username – your University Student ID number that appears in the top right-hand corner of your offer letter.

Step 5:

Enter your Password.

If this is the **first** time that you have used **Student Connect**, your password is your date of birth entered as an 8 digit number (DDMMYYYY). For example, if your date of birth is 21 March 1979, you would enter 21031979.

If you have previously studied at Australian Catholic University and have a **Student Connect** password, it is the same password as that used to login to university computers, university email, *myACU* and Blackboard.

Step 6:

Select '**Login**' button.

Student Connect Available via the web at
<http://my.acu.edu.au>

Student Connect is available during the following hours:
Saturday - Thursday 7:00am - midnight
Friday 7:00am - 4:00pm

Enrolling into Units

Please ensure that you have accessed your Course Enrolment Guide to assist you to select units in which to enrol. Course Enrolment Guides can be found at: <http://www.acu.edu.au/enrol>

When you have successfully logged into **Student Connect—Managing Your Studies**, the Main Menu page is displayed.

Step 1:

Select **'My Enrolment'** from the Main Menu.

Step 2:

Select **'Enrol into Units'**.

Step 3:

Enter any disability information and/or select **'Continue'**.

Step 4:

Select **'Search for Units'**. **Select the relevant Term from the drop down list and Submit.**

Step 5:

Use the selection options to search for the units available in the selected study period. Click on **'Unit Search'**.

Step 6:

Tick the box in front of the unit to select that unit. Click on **'Register'** to add the unit to your enrolment. Repeat the process to add more units. Click on **'Submit Changes'**.

Step 7:

To select a new study period (eg Semester 2), select **'Return to Menu'** (situated at top of page) and then repeat steps 4, 5 and 6.

REMEMBER! Complete your unit enrolment for all study periods in which you intend to enrol for the full year; eg if you are a degree student intending to study for the full academic year, you should enrol in units in both Semesters 1 and 2.

Step 8:

Check your personal details. If your address details are incorrect, you can amend them. If your name has incorrect spelling or you have changed your name, please contact your local Student Centre. See page 12 for Student Centre contact details.

DON'T FORGET!

You must enrol in all units (core & elective) for the full academic year

Step 9: IMPORTANT

You must check that you have enrolled correctly.
Select '**View My Unit Enrolments**' to check that your units appear.

If you wish to **add** a substitute/additional unit repeat steps 1 to 6.

If you wish to **withdraw** from a unit:

1. Select the drop down action box beside the unit.
2. Select '**Withdraw from Unit**', then select '**Submit Changes**'.

Step 10: Select 'Exit' button when you have finished.

DO NOT leave enrolment until the last day.
You may experience **Student Connect** access issues or require extra course information and need to contact University staff.

Class Timetables

Step 1:

From your Web Browser type in <http://my.acu.edu.au/student>

Step 2:

Select the '**Class Timetables**' link under '**Managing Your Studies**'

Step 3:

Click on the '**Go To Class Timetables**' link

Step 4:

There are several ways to view the timetable; however, you may find it easiest to view your class options using the 'Unit' view option. Click on '**Unit**' link on the left hand menu. Then:

- Select your campus and unit code from the drop down menus.
- Select the Semester Period you are enrolled in
- Select the "**All Week**" option under "**Select Days**"
- You may wish to change the display from Grid to List view using the drop down box. (List view provides a spreadsheet style view of the classes scheduled and is easier to print).

Tutorial Direct

Tutorial Direct **Your step-by-step guide**

Students may be required to register themselves in tutorials, laboratories or practicals for Semester 1 using Tutorial Direct.

Instructions to login

If you have just enrolled on **Student Connect - Managing Your Studies** you may have to wait up to four (4) hours before you will see your subjects displayed in tutorial direct.

Step 1:

From your Web Browser type in <http://my.acu.edu.au/student>

Step 2:

Select the '**Tutorial Direct**' link under '**Managing Your Studies**'

Step 3:

Click on the '**Go To Tutorial Direct**' link

Step 4:

Enter your **full Student Id**. An upper case '**S**' and leading zeros must be used

Step5:

Enter your NETWORK password (8 digit date of birth eg. 21021966), which is the same for network, email and myACU.
(If you changed your password through iMail or the labs it changes for all three)

Step 6:

Then select

Click here when ready!

Subject Allocation

Once you login, your current enrolment details are shown along the left-hand side of the screen. Each subject should show a number of activity groups (Lectures, Tutorials, etc.). Each subject will contain a number of activities of which you must attend one. Please read the instructions outlined on the WELCOME! TO **Allocate⁺** page for further clarification

Applying for HECS-HELP

To access the online *Request for Commonwealth support and HECS-HELP form*:

When you have successfully logged into **Student Connect—Managing Your Studies**, the Main Menu page is displayed.

Step 1:

Select '**My Fees**' from the Main Menu.

Step 2:

Select '**Apply for Commonwealth Support, HECS-HELP or FEE-HELP Assistance**'.

Step 3:

Select '**Select Term**' to choose the study period from which the HECS-HELP is to apply (eg Semester 1). Click '**Submit**'.

Step 5:

Scroll down to "**8a**" to enter your Tax File Number (TFN) if selecting the "**Obtain a HECS-HELP loan for ALL or PART of my student contribution amount**" payment option. Providing your TFN will also ensure that your enrolment is not cancelled in the case where you select the "**Full up-front payment**" option and an up-front payment has not been received by the census date.

Step 6:

Scroll down to "**11**" and select your payment option - "**Full up-front payment**" or "**Obtain a HECS-HELP loan for ALL or PART of my student contribution amount**".

Step 7:

After reading the Terms and Conditions Tick the "**I agree**" checkbox. Then select the '**Submit**' button.

Step 8:

The receipt screen will then be displayed. Print this screen as a record of your "*Request for Commonwealth support and HECS-HELP*".

The online *Request for Commonwealth support and HECS-HELP Form* **must** be submitted by the census date for the study period. Further information regarding census dates is available from the 'Important Dates' link at <http://www.acu.edu.au/enrol>.

If your form is not submitted by the census date, you must pay the full up-front fee-paying amount.

Pre-2008 Students Applying for HECS-HELP for Business Units

From 1 January 2008, the student contribution for business units (including accounting, administration, economics and commerce) increased to the same rate as law, medicine, dentistry and veterinary science units at the direction of the Commonwealth Government.

However, if you were a Commonwealth-supported student prior to 1 January 2008, you may be eligible for a lower pre-2008 student contribution amount for these units.

Registering to become a pre-2008 student

To be considered a pre-2008 student you must:

- have studied a unit (in any area) as a Commonwealth-supported student (undergraduate or postgraduate) prior to 1 January 2008;

and

- not have completed your course by 31 December 2007 or, if you completed the course, it was:
 - an enabling course undertaken in 2007; or
 - the related course for an honours course of study and you are undertaking the honours course of study.

If you are a continuing student who has studied at Australian Catholic University prior to 2008, your pre-2008 status is known to the University and no action from you is required as your status will be automatically determined by the Enrolments Fees and Scholarships Section.

If you are transferring from another university, you will need to provide a letter from your previous university stating the course of study that you were enrolled in as a Commonwealth-supported student and that you have not completed the course of study. This letter must be received by the Enrolments, Fees and Scholarships Section prior to the relevant census date. Information regarding census dates is available from the 'Important Dates' link at <http://www.acu.edu.au/enrol>

Please contact a Student Centre if you require further information. See page 12 for Student Centre contact details.

Applying for FEE-HELP Students in full fee-paying places only

To access the online *Request for FEE-HELP Assistance form*:

When you have successfully logged into **Student Connect — Managing Your Studies**, the Main Menu page is displayed.

Step 1:

Select '**My Fees**' from the Main Menu.

Step 2:

Select '**Apply for Commonwealth Support, HECS-HELP or FEE-HELP Assistance**'.

Step 3:

Select '**Select Term**' to choose the study period from which the FEE-HELP is (eg Semester 1). Then select the '**Submit**' button.

Step 4:

Scroll down to "**10**" to enter your Tax File Number (TFN).

Step 5:

After reading the Terms and Conditions Tick the "**I agree**" checkbox. Then select the '**Submit**' button.

Step 6:

The receipt screen will then be displayed. Print this screen as a record of your "*Request for FEE-HELP Assistance*".

The online *Request for FEE-HELP Assistance Form* **must** be submitted by the census date for the study period. Further information regarding census dates is available from the 'Important Dates' link at <http://www.acu.edu.au/enrol>

If your form is not submitted by the census date, you must pay your tuition fees up front.

Course/Unit costs

Course/unit costs may vary depending on the individual units selected and fees are subject to annual review. Indicative course costs are available via www.acu.edu.au/coursecost/course_search.cfm. Unit costs are available via www.acu.edu.au/fees

When are fees due?

Fees are due on the first day of each teaching period, eg for first semester 23 February 2009. Full details of fees due dates can be found at:

www.acu.edu.au/fees

How do I pay my fees?

For information on how to pay your fees go to: <http://www.acu.edu.au/fees>

Please note a change to your enrolment is added to your invoice the day after the change is made

Australian Catholic University Student Email Information

Your ACU student email account is automatically generated within three (3) days following an offer being made. Important information related to your enrolment, fees, results etc is frequently sent via your ACU student email address and it is your responsibility to regularly check this email account. To access your student email, go to: <http://my.acu.edu.au/student/> on the right hand side under the heading “**Quick Links**” select “**Email Access**”, and then agree to the “**User Policy**”.

Note: It is a condition of your enrolment at the University that you agree to access the correspondence in your ACU student email account on a regular basis.

CHECKLIST

Please utilise this checklist to ensure you have completed all steps in your enrolment process.

Have you:

- Located your course information session details (if offered)?***
- Located and printed a copy of your Course Enrolment Guide?***
- Checked and updated your personal details?***
- Enrolled in all semesters for the academic year***
- Applied for HECS-HELP or FEE-HELP(if applicable)? – if yes, have you read the HECS-HELP or FEE-HELP booklets located at: www.goingtouni.gov.au***
- Viewed your class timetable and selected your tutorial, practical and laboratory selections?***
- Checked your email?***

Useful Links

Scholarship, Bursaries and Prizes Information

- <http://www.acu.edu.au/scholarships>

Orientation Information and First Year Experience Program

- http://www.acu.edu.au/student_life (available January and June)

Student support (eg academic skills, counselling, equity etc)

- <http://my.acu.edu.au/student/support>

Application for Credit

- <http://my.acu.edu.au/credit>

Student Associations

- http://my.acu.edu.au/student/community/student_associations

Further Help—Student Centre

If you have difficulty accessing any of the information or services detailed in this booklet, or if you need assistance, please contact a Student Centre:

Phone – 1300 ASK ACU (1300 275 228)

Email – futurestudents@acu.edu.au

Before you call

Log into <http://my.acu.edu.au> and have your Student ID number ready.

Before you email

All email correspondence to the University must be from your ACU email.

For a prompt reply, ensure you include the following information in your email: **Student Name**

Student ID Number

Brief description of enquiry



AskACU is your virtual Student Centre, available 24/7 for your convenience.

For an immediate answer to frequently asked questions, check out **AskACU** at any time of the day or night.

Click on AskACU from <http://my.acu.edu.au/student>