Admissions Banner Training

for

Student Centre Staff

Updated 1 August 2007

Objective

To train/revise Student Centre staff in the use of Admissions Screens to ensure consistent and accurate information is provided to prospective students.
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Applicants apply for admission through **Student Connect – Apply for Admission**. Applications that have been submitted into Student Connect on the preceding day or weekend are uploaded by Admissions staff into Banner daily. Information on applicants (complete or incomplete) is located on SAAEAPS.

**Web ID:** This is the Login ID created by the applicant when applying for a course through **Student Connect – Apply for Admission**. Applicants are required to supply their valid Web ID to SC Staff before information on their PIN number is given.

- Enter Web ID then press TAB (applicant’s name will appear).
- Control page down for details.

Note if applicant has forgotten their Web ID the query function or F9 can be used to locate the Web ID. Query mode is case and spelling sensitive.

**Process:**

- **N Not verified** (Application has not been uploaded)
  
  *(If it appears that the application is completed, and has not been uploaded into Banner, bearing in mind that applications are uploaded on the day after they been submitted by the applicant, please contact Admissions on admissions@acu.edu.au)*

- **E Verified; Errors Encountered** (Application has been verified but errors have been encountered)
  
  *Student Centre should not encounter this message; they should be rectified by Admissions staff at upload stage. If this message is encountered, please contact Admissions on admissions@acu.edu.au*

- **V Verification complete** (Application Verified but has not been loaded into Banner)
  
  *Student Centre should not encounter this message; the application should be processed to the next stage by Admissions staff. If this message is encountered, please contact Admissions on admissions@acu.edu.au*

- **P Application Pushed** (Application has been loaded into Banner)

**Common Applicant Errors:**

- Year/term not supplied application cannot be pushed.

- Application Type does not agree with Course selected, i.e. applicant used UG application type with PG course identifier. Applicants will not be able to complete the 'Planned Course of Study' screen. Advise applicant to hit 'back' button to the 'Select Application Type' screen and reselect the correct application type.

- Applicants cannot alter any application or personal details once the application has been submitted.
ACCESSING PIN INFORMATION

Applicants are required to supply their valid Web ID before information on their PIN number is given.

Click on Change PIN

If Web Access Locked is ticked, please email the student details to your campus Admissions Officer with subject: Web Access Locked, so it can be reactivated.
When an application is pushed into Banner by Admissions staff, some of the information in the apply by web application collected is from questions, and can be viewed in the SAAQUAN screen (eg: Special Consideration, Exclusion details, more information on prior tertiary study, etc).

This screen can assist Student Centre staff in answering applicant queries.

Enter the Student ID, or conduct a person search for the student ID. Control Page Down.

Question: This field shows the questions that were asked in the Student Connect – Apply for Admissions application process. Depending on the length of information requested in the question box will depend on if the answer is in the Short Answer box or Long Answer box.

Short Answer:
Information provide by the applicant.

The types of questions collected in this screen are:

- Provide details of relevant employment history: Include: Years From/To, Employer, Position Held, Full/Part Time

- Tertiary History:
  1. Name of Course eg: Bachelor of Arts
  2. Years study undertaken To/From eg: 1990-1993
  3. Name of Institution eg: ACU National
  4. Complete/Incomplete/Current eg: Complete

- Please provide unit details eg. PSYC101 Psychology A, on campus at Brisbane

- Do you wish to be considered for special consideration?

- Year of Arrival - DD/MM/YYYY eg: 01/05/1995

NOTE: Please use the Scroll bar to access the next Question and Answer provided by the applicant

NOTE: The field ‘Dscn: (showing 11 – Documentation received) – relates to the Application Decision Screen (SAADCRV) – further information supplied from page 8 of these notes.
STUDENT CONNECT – APPLY FOR ADMISSION

ADMISSIONS LOGIN/RE-LOGIN

Applicants are required to re-enter Student Connect – Apply for Admission as advised in their application acknowledgement email from Admissions resulting from their application being uploaded into Banner. Applicants return to the Admission Login screen, as shown below.

WHEN NOT TO USE Student Connect – Apply for Admission
• **Do Not** use Student Connect – Apply for Admission if you are an International applicant wishing to study in Australia. For further information, contact the International Office.
• **Do Not** use Student Connect – Apply for Admission if you applying for Internal Transfer:
  o Dual to Single Degree, use the ‘DDT’ Form available from this link – Forms
  o All other Internal Transfers, use the ‘T’ Form available from this link – Forms
• Re-admission following termination/Exclusion from ACU National, use the ‘R’ Form available from this link. – Forms
• Re-enrolment following an interruption to studies, please contact a Student Centre
• Re-admission if you have previously formally withdrawn from an ACU National course, please contact a Student Centre
• Applying for a research program, please contact Research Office. Research office details available from this link Research Office

Logging on
Please Note:
• If you have previously submitted an application via Student Connect – Apply for Admission (partial or completed), enter the temporary Login and PIN you created and click on the Login button below.
• If accessing Student Connect – Apply for Admission for the first time you will need to create your own personal account, by using this link: Create My Student Connect Account
• If you are a past or present ACU National student applying for a new course, enter your existing ACU Student ID and your personal PIN below. If unsure of your PIN, please contact a Student Centre.

<table>
<thead>
<tr>
<th>Login ID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pin:</td>
<td></td>
</tr>
</tbody>
</table>

By re-logging on the student will be taken to the next page i.e. APPLICATION MENU
When the applicant receives their acknowledgement email, they are requested to reenter *Student Connect – Apply for Admission*, where they obtain the checklist that details the documentation to be submitted in support of their application. The checklist is course specific, i.e., the checklist details the documentation required by course.

Applicants enter ‘application Menu’ (shown below), that details::
- applications that have not yet been completed (Applications in Progress),
- applications that have been completed, but not yet uploaded into Banner (Submitted Applications), and
- applications that have been uploaded into Banner (Processed Applications).

### Applications in Progress

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Application Type</th>
<th>Field of Study</th>
<th>Date Created</th>
<th>Last Section Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create a new application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Processed Applications

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Level</th>
<th>Course</th>
<th>Faculty</th>
<th>Major</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007 Academic Year</td>
<td>Postgraduate</td>
<td>PG Cert in Education</td>
<td>Faculty of Education</td>
<td>General</td>
<td>11/09/2006</td>
</tr>
<tr>
<td>2007 Academic Year</td>
<td>Postgraduate</td>
<td>Master Education</td>
<td>Faculty of Education</td>
<td>General</td>
<td>11/09/2006</td>
</tr>
</tbody>
</table>

APPLICATION SUMMARY PAGE

If the student needs the Application Summary Page they click on the *Admission* Term in the *Processed* Applications section.
APPLICATION SUMMARY PAGE

Shown below is a copy of the Application Summary Page

- PRINT THIS PAGE, ATTACH APPROPRIATE DOCUMENTATION AND FORWARD TO THE ADMISSION SECTION.

Certified documents can be faxed, emailed or posted:

Fax: +61 7 3623 7466 Email: docsadmission@acu.edu.au
Post: ACU National Admission Section, McAuley at Banyo, PO Box 456, VIRGINIA QLD 4014

- If you have selected more than one Course of Study, please ensure that you print this page for each submitted course.
- Your application will not proceed until all documentation is received.
- If you wish to apply for Credit complete the ‘CR’ Form

- Following is a summary of your submitted details.

<table>
<thead>
<tr>
<th>Application Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name and Address</strong></td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Student ID:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td><strong>Application Details</strong></td>
</tr>
<tr>
<td>Admit Term:</td>
</tr>
<tr>
<td>Level:</td>
</tr>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>Faculty:</td>
</tr>
<tr>
<td>Major:</td>
</tr>
<tr>
<td>Campus:</td>
</tr>
<tr>
<td>Date Created:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
</tr>
<tr>
<td>Provide certified copies of academic transcripts.</td>
</tr>
<tr>
<td>Previous of Continuing ACU National students who have completed <strong>At Least</strong> one unit Previously, are <strong>NOT</strong> required to supply ACU National transcripts.</td>
</tr>
<tr>
<td>Provide Certified evidence of Change of Name, if applicable</td>
</tr>
</tbody>
</table>

Return to Application Menu
SAADCRV
ADMISSIONS DECISION FORM

Application processing can be monitored through Admissions Decision form (SAADCRV) screen as soon as the student’s application has been pushed.

In Direct Access field type SAADCRV, and then ENTER.

Type in Student ID in the ID field or search for student ID.

Press CTRL PgDwn, or Next Block.
You are now in the screen where course information and application status is available.

If an application has been pushed, applicant details will appear. Ensure you have the correct applicant, admit term, and course information on screen. In some instances the applicant may have made two separate applications. This is shown with the number in Application Number field. If there are two applications, press CTRL PgUp back to the application information block, then you can toggle between the two records by pressing the ↓, ↑ keys.

Student Centre staff should take note of the information in Admit Type field. This information indicates what type of application has been received and processed, e.g.

A = Tertiary Admissions Centre  
D = Direct Entry (through online procedure)  
N = Non Award  
X = Cross Institution  
T = Transfer (internal)  
O = International Student (including ACUcom), refer to International Office  
R = Research, refer to Research Office

If no student details appear the application has not been pushed as the application has not been completed.
The Application Decision block will advise you at what stage the application is. Note that the decision date is the date the decision was entered. The example below shows that Admissions made an offer on 6 November 2006.

As each decision is entered, the latest entry is found at the top of the decision codes. In this example, the student was:

- **35** Offer made – eligible to Enrol 06-NOV-06
- **11** Documentation received 30-OCT-06
- **01** Application received 10-OCT-06

Shown below is a list of Admissions decision codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Application Received</td>
</tr>
<tr>
<td>02</td>
<td>Ineligible for Admission</td>
</tr>
<tr>
<td>03</td>
<td>Application at School</td>
</tr>
<tr>
<td>04</td>
<td>Research App with Dean</td>
</tr>
<tr>
<td>05</td>
<td>Application received late</td>
</tr>
<tr>
<td>06</td>
<td>Application incomplete</td>
</tr>
<tr>
<td>07</td>
<td>Course not offered this term</td>
</tr>
<tr>
<td>08</td>
<td>Res Application re-activated</td>
</tr>
<tr>
<td>09</td>
<td>Documentation requested</td>
</tr>
<tr>
<td>10</td>
<td>App rec’d – No CHESSN</td>
</tr>
<tr>
<td>11</td>
<td>Application received</td>
</tr>
<tr>
<td>12</td>
<td>Duplicate Application</td>
</tr>
<tr>
<td>13</td>
<td>Awaiting Assessment</td>
</tr>
<tr>
<td>14</td>
<td>Other Preference offered</td>
</tr>
<tr>
<td>20</td>
<td>On Hold</td>
</tr>
<tr>
<td>21</td>
<td>Reject: Quota Restriction</td>
</tr>
<tr>
<td>22</td>
<td>Application Referred to International Office</td>
</tr>
<tr>
<td>24</td>
<td>Applicant on waiting list</td>
</tr>
<tr>
<td>25</td>
<td>Institution Offers Admission</td>
</tr>
<tr>
<td>26</td>
<td>Institution Conditional Offer</td>
</tr>
<tr>
<td>31</td>
<td>Applicant Withdraws</td>
</tr>
<tr>
<td>35</td>
<td>Offer made – eligible to enroll</td>
</tr>
<tr>
<td>36</td>
<td>Deferment granted</td>
</tr>
<tr>
<td>37</td>
<td>Applicant rejects offer</td>
</tr>
<tr>
<td>38</td>
<td>Deferred offer taken up</td>
</tr>
<tr>
<td>40</td>
<td>Offer Lapsed</td>
</tr>
<tr>
<td>95</td>
<td>Institution Withdraws Offer</td>
</tr>
</tbody>
</table>

Listed below is an explanation of each code listed above.

**01 Application received.** The 01 code is used as the ‘trigger’ to seek a CHESSN. Therefore Research and International Offices WILL NOT use this code.

All applications uploaded through **Student Connect – Apply for Admission** are uploaded with this code. This code indicates that the application has been received and pushed into Banner. **Note:** This code is immediately updated with code 06 Application incomplete.

**Note:** Admissions “push” applications into Banner within 3 days of receipt of online application. Should this timeline change Student Centre staff will be informed in the Student Administration Newsletter. An automatic email response is issued within 24 hours of the application being uploaded, advising applicant their application has been received and requesting relevant document be supplied.
It is anticipated that once applications are pushed, applications will be forwarded (where applicable) to relevant Course Coordinator within 5 days.

02 Ineligible for Admission. If an applicant is assessed as being ineligible for admission, by either Admissions or the Course Coordinator, this code will be entered.

Student Centre staff may respond, if they wish, to such queries advising that the application has been unsuccessful. If the applicant wishes to ascertain exactly why they were unsuccessful you will need to refer such queries to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry. The letter from Admissions to the applicant, (letter date same as entry in Banner) will include the reason the applicant was unsuccessful. Ineligibility is usually that the applicant does not meet the selection criteria.

03 Application at School. This code indicates that the application has been forwarded to the relevant Course Coordinator. Unfortunately the turnaround time can vary, depending on the availability of Course Coordinators, therefore it is difficult to advise on how long applications will be with Course Coordinators.

04, 08, 15, 17, 18 – Codes used by Research department. Refer any queries to Research.

05 Application received late. This code is entered when an application is received after a designated closing date. The application will not be assessed, and applicants will be notified in writing by Admissions (letter date same as entry in Banner) that their application was not processed due to it being received after the closing date. Student Centre staff may advise prospective students this information, and if required refer to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.

06 Application incomplete. This code is automatically entered (by Banner) when an application has been uploaded.

07 Course not offered this term. This code is entered when an application is received for admission to a course that is not available for the applied study term. These applicants are advised in writing by Admissions (letter date same as entry in Banner) that the course is not available. Student Centre staff may advise prospective applicants of this information.

09 Documentation Requested. This code is entered when applicants do not supply all the requested supporting documentation as requested in their Application Summary screen in Student Connect. Admissions staff will email the applicant and advise what documentation is required.

10 Application Received – no CHESSN. Code ‘10 – App Received – No CHESSN’ indicates that an application has been received, and is used for applications processed that will not require a CHESSN, at this stage primarily transfer applications, Research and International.

11 Awaiting Assessment. This code indicates all supporting documentation for applications has been received, and the application is ready for assessment by Admissions Section.

12 Duplicate Application. This code is entered when applicants have submitted more than one application for the same course, at the same campus with same fee status.

14 Other Preference offered. This code is entered when applicants have submitted more than one application for the same course, at a different campus/different fee status, or for a different course.

20 On Hold. This code is entered when an application cannot be processed further (at that stage). An example is application for transfer between courses, which cannot be assessed until results are available. The application will then proceed to the next stage, with appropriate code entered in SAADCRV. Student Centre staff may advise transfer students of this information. Should this code be entered for other than transfers, Student Centre staff should refer the query to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.

21 Reject - Quota Restriction. This code is entered when an application has been assessed as eligible for an offer, but due to a limited number of places available, not all eligible applicants can be made an offer. These applicants are usually ranked (based on previously determined criteria), placed on a waiting list (see code 24 below), and when all places have been filled, and no further offers will be made, code 21 is entered. Student Centre staff may advise prospective students of this information.

This could occur in courses such as Graduate Diploma in Midwifery in Qld, Graduate Diploma in Education (Secondary) at Strathfield.
22 Application Referred to International Office. This code is entered for an application has been received by Admissions Section and it has been determined that the applicant is an International applicant, and Admissions passes the application to International Office.

24 Applicant on Waiting List. This code is entered when an applicant has been assessed as eligible for an offer, but due to a limited number of places available, they are placed on a waiting list.

Applicants are advised in writing by Admissions (letter date same as entry in Banner) at time of initial offers, that they have been assessed as eligible, but at this stage an offer cannot be made, and they have been placed on a waiting list, and when/if places become available, an offer may be made to them. (Refer to attachment 1 for copy of waiting list advice.) If applicants do not hear from Admissions by a designated date, then they are deemed to be unsuccessful in their application. These dates may vary, so Student Centre staff should refer the query to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.

This could occur in courses such as Graduate Diploma in Midwifery in Qld, Graduate Diploma in Education (Secondary) at Strathfield.

25 Institution Offers Admission. This code is now only entered in TAC downloads. As part of the TAC upload procedure this code will be updated with current offer code (35) by Systems staff. (It was previously used as the offer code).

26 Institution Conditional Offer. This code is entered when an application has been assessed and deemed eligible for an offer, conditional upon the applicant satisfying an additional requirement. An example is an applicant seeking entry into education graduate entry courses who at the time of offer is in the last semester of an undergraduate degree. These students will meet the requirements for entry into the course, provided they successfully complete the undergraduate degree. These applicants are usually given until commencement of semester to provide evidence of course completion.

Conditional students are NOT able to enroll into units through Student Connect, until the condition has been met, when Admissions will update SAADCRV to code 35, which will allow enrolment to occur.

Admissions will follow up on conditional offers ensuring that requirements have been met. If conditions have not yet been met at commencement of semester Admissions will contact the student in writing, requesting that they meet the condition by providing documentation directly to Admissions or their Student Centre, usually within a period 10 working days. If students provide the appropriate documentation to the Student Centre, please forward to the relevant Admissions staff member responsible for the campus.

If the student does not meet the specified condition, the offer will be withdrawn by Admissions.

31 Applicant Withdraws. This code is entered when an applicant advises Admissions that they wish to withdraw their application. This code is used up until an offer is made. If an applicant advises of withdrawal after an offer has been made, it is regarded as rejecting an offer (see code 37).

35 Applicant Accepts Offer. This code is created when an offer is made to allow the student access to Student Connect. This code will allow the student to enroll into units.

36 Deferment Granted. This code is entered when a request for deferment by commencing undergraduate students has been granted. Deferment of a place in a particular course can be granted for a period up to 12 months. Traditionally there are no Commonwealth-supported places available mid year, so students who defer a supported place in January would not be able to commence study midyear. However if a student deferred a fee paying place, should that course be offered midyear on a fee paying basis, they may be able to commence midyear. Deferment can be offered midyear, usually for a 6 month period. Deferment requests must be lodged by the due date, and can only be granted for the course in which the student has received the offer of a place. Deferment cannot normally be transferred to the same course at another campus.

Applicants are advised of their deferment request in writing by Admissions Section, usually by commencement of semester.

37 Applicant Rejects Offer. This code is entered when an applicant advises that they do not wish to accept an offer. This code is used up to commencement of semester, after which time it is regarded as a withdrawal from study and processed by Enrolments.
38  Deferred Offer taken up. This code is entered for deferred undergraduate students taking their deferred place.

In September Admissions will write to deferred students asking if they wish to take up their deferred place. In October Admissions will create a new Admissions Application Screen for the new admit term, enter code 38 and advise student in writing to enroll through Student Connect.

40  Offer Lapsed. This code is entered when an applicant does not accept their offer. All offers made have a period of 10 working days to accept (longer if the applicant resides in an area where mail delivery may take longer). If the student does not respond by nominated lapse date, Admissions will allow for an additional 5 working days, and then lapse the offer. Should Student Centre staff receive queries where the lapse period has passed (ie 15 working days) and the application has not been lapsed, refer the query to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.

Should Student Centre staff receive queries where an application has lapsed, and the caller indicates that they have been attending lectures, refer the query to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.

Should Student Centre staff receive queries where an application has lapsed, and they wish to commence in the course in a later study period, Student Centre staff should advise them they will have to reapply. They will be required to supply full supporting documentation again, except previous ACU National students who do not have to supply ACU transcripts (see code 06).

If Student Centre staff receive queries where offers made have been received close to the lapse date (usually because of poor or distance postal services), you should advise the student to complete the enrolment process through Student Connect as soon as possible, take note of name, course, lapse date, and email details to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.

95  Institution Withdraws Offer. This code is entered when an offer has to be withdrawn. Student Centre should refer the query to the relevant Admissions staff member responsible for the campus at which the prospective student was seeking entry.
The SPZPERS screen is shown below. Student Centre staff are permitted to update ‘Date of Birth’ on provision of appropriate certified documentation. General information is given for all details of this screen.

**Previous Education Summary**

This section is a summary of information used to assist in the allocation of a CHESSN.

**Information required:** has the applicant ever completed year 12; what is the highest educational level the applicant has (this field is a summary of what was previously collected on page 3 of the old SPZPERS screen); the year the applicant attended the highest education level; and an indicator if the applicant ever attended a Higher Education Provider (HEP).

**Y12 Attend:** Although this field is used in the allocation of a CHESSN this field is compulsory for all applicants. This field indicates whether the applicant ever attended year 12.

Options here are:
- Attend
- Not Attend
- Unknown
**Highest Education Level:**
This field indicates the highest level of education attained by the applicant, including university, TAFE, other colleges, professional qualification, or no education attained. Although this field is used in the allocation of a CHESSN, it is also required as part of the statistical information collected by the government through DEST, and is compulsory for all applicants, including Student Connect, TAC, International and Research Office students.

Options here are DEST elements:

- Code (00) Overseas student
- Code (01) Not a commencing student
- Code (02) A complete higher education postgraduate level course
- Code (03) A complete higher education bachelor level course
- Code (04) A complete higher education sub degree level course
- Code (05) An incomplete higher education course
- Code (06) A complete TAFE award course
- Code (07) A complete final year of secondary education course at school or TAFE
- Code (08) A complete other qualification or certificate of attainment or competence.
- Code (09) No prior educational attainment

**Date (year) last attended highest education level:**
This field relates directly to the previous field (Highest Education Level) and will form part of the previous field’s data during the DEST extraction. This field is also compulsory for all applicants. This is where the year the applicant attended their highest educational level attained is entered.

- If Code 00 was entered in previous field, than you must enter 0000 (for Overseas student)
- If Code 01 was entered in previous field, than you must enter 0000 (for Not a commencing student)
- If Code 02 was entered in previous field, than you enter the year of attainment (YYYY) (for a complete higher education postgraduate level course)
- If Code 03 was entered in previous field, than you enter the year of attainment (YYYY) (for a complete higher education bachelor level course)
- If Code 04 was entered in previous field, than you enter the year of attainment (YYYY) (for a complete higher education sub degree level course)
- If Code 05 was entered in previous field, than you must enter 0000 (for an incomplete higher education course)
- If Code 06 was entered in previous field, than you enter the year of attainment (YYYY) (for a complete TAFE award course)
- If Code 07 was entered in previous field, then you enter the year of attainment (YYYY) (for a completed final year of secondary education course at school or TAFE).
- If Code 08 was entered in previous field, then you enter the year of attainment (YYYY) (for a completed other qualification or certificate of attainment or competence).
- If Code 09 was entered in previous field, then you must 0000 for no prior educational attainment.

**Notes:** YYYY is the year of completion. If no information is available for year, code is 9999.

**HEP Attend:**
This field is used in the allocation of a CHESSN and is compulsory for all applicants. This field indicates whether the applicant ever attended a HEP (Higher Education Provider) (including overseas). A HEP is a university approved by DEST. TAFE and other colleges are not HEPs, unless they apply to DEST for approval.

**HEP Attend:** Options here are:
- Attend
- Not Attend
- Unknown
If the field Yr 12 Attend has an entry ‘Unknown’, then the high school information is not required. If the student has advised that year 12 has been completed, then high school information will be completed.

School: There are two fields to this information. The first one, is a school code, and the second is the school name.

School ID: This field is where the year 12 school ID is entered. This information is required to assist DEST in verifying student information before the allocation of a CHESSN. However for the majority of direct applications, this information will not be supplied. This field will primarily be used in the download from the TACs during the offer rounds, from the year 12 applicants.

Postcode of High School: This information is provided to assist in the allocation of a CHESSN. The postcode populates from the high school name.
Attend Year: This field is the year that year 12 was completed.

Postcode of Home whilst attending year 12: This is a DEST element. An applicant who completed year 12 in the year of the DEST collection or the year prior to the year of the DEST collection, has to provide the postcode of their permanent home residence whilst attending year 12.

Options are:
- 00001 For all students not a domestic school leaver commencing an undergraduate course.
- A0001 to A9998 Australian postcode
- 99999 No information on location of residence

Therefore applications from year 12 students in the year prior to first year of study should have an entry, eg A4017. All other applications should have either 00001 or 99999.

For Research and International and for the majority of ACUweb students 00001 would be entered. There may be a small number of ACUweb students who would require an entry, eg A3000, if they are commencing an undergraduate course in 2005 and who completed year 12 in 2004 (Midwifery students in Melb).
Previous High Education Information

If the applicant has indicated that they have previous education, and the ‘HEP Attend’ in Previous Education Summary, indicates ‘Attend’, then this section MUST be completed.

This is where information from their MOST RECENT higher education is entered, not necessarily their highest educational level attained.

Prior HEP: there are two fields to this information. The first one is a HEP ID number, and the second one is the HEP institution name. There is a code ‘8002 Studies Outside Aust’ which should be used for any overseas qualifications.

HEP ID: This field is where the HEP student ID is entered. This information is required to assist DEST in verifying student information before the allocation of a CHESSN.

Attend Year: This field is where the year the applicant completed/or LAST attended higher education.

Last HEP Ind: This is a tick box, which will indicate that this HEP information is the LAST HEP attended.
Date of Offer: 27 August 2007

Dear «FIRST_NAME»

Congratulations! Your application for admission to ACU National Campus ( ) has been successful. I am pleased to offer you a place in the following course, commencing in 2007.

DEGREE: «DEGREE»
MAJOR: «MAJOR»

COST: This course is offered on a fee-paying basis. Costs may vary depending on the individual units selected and fees are subject to annual review. You should refer to the ACU National website http://www.acu.edu.au/coursecost/course_search.cfm for further information about course costs.


TO ACCEPT THIS OFFER: To accept this offer you are required to enrol through the ACU National Student Connect – Managing your Studies system accessible from any computer with internet access. Prior to enrolling via Student Connect – Managing your Studies you must download and refer to the relevant Course Enrolment Guide at http://my.acu.edu.au/4914 which provides you with information required to select your unit/s for 2007. Please refer to the enclosed pamphlet 'Student Connect Your Step by Step Guide to Enrolling in Units', for details on how to enrol via Student Connect.

Please also refer to the attached brochure, 'ACU National Student Log-in Information', for information regarding ACU National Student Log-in Information.

OFFER LAPSE DATE: If you do not accept this offer by enrolling in a minimum of one unit in the 2007 academic year within ten working days from the offer date on this Notice of Offer, you will be regarded as rejecting the offer and may lose your place at ACU National.

YOUR ACU NATIONAL STUDENT EMAIL ACCOUNT: You have been allocated an ACU National student email account. Information regarding the email account is available at http://my.acu.edu.au/1194. It is recommended you access the email account on a weekly basis, as all future information and correspondence from ACU National, including notification of fees due, will be advised to students via your email address.

Yours faithfully

(Name)
ACU National Admissions
NOTICE OF OFFER

ACU National Student ID Number: «STUDENT_ID»
«FIRST_NAME» «LAST_NAME»
«MA_LINE1»
«MA_LINE2»
«MA_LINE3»
«MA_CITY» «MA_STATE» «MA_ZIP»

Dear «FIRST_NAME»

Congratulations! Your application for admission to ACU National through the Universities Admissions Centre has been successful. I am pleased to offer you a place in the following course, commencing in 2007.

DEGREE: «DEGREE»
MAJOR: «MAJOR»

COST: This is a Commonwealth-supported place. You may be eligible for HECS-HELP assistance with your student contribution.

HECS-HELP: Information on education costs for your studies can be found in the 'Information for Commonwealth supported students 200' booklet available at www.goingtouni.gov.au (select “Information for Commonwealth supported students”), or from the Student Centre on your campus. You must submit the on-line Request for Commonwealth support and HECS-HELP Form, which is available on Student Connect – Managing your Studies, access details are below.

TO ACCEPT THIS OFFER: To accept this offer you are required to enrol through the ACU National Student Connect – Managing your Studies system accessible from any computer with internet access. Prior to enrolling via Student Connect – Managing your Studies you must download and refer to the relevant Course Enrolment Guide at <http://my.acu.edu.au/4914> which provides you with information required to select the correct units. Please refer to the enclosed pamphlet 'Student Connect Your Step by Step Guide to Enrolling in Units', for details on how to enrol via Student Connect.

Please also refer to the attached brochure, 'ACU National Student Log-in Information', for information regarding ACU National Student Log-in Information.

OFFER LAPSE DATE: If you do not accept this offer by enrolling in a minimum of one unit in the 2007 academic year within ten working days from the offer date on this Notice of Offer, you will be regarded as rejecting the offer and may lose your place at ACU National.

YOUR ACU NATIONAL STUDENT EMAIL ACCOUNT: You have been allocated an ACU National student email account. Information regarding the email account is available at http://my.acu.edu.au/1194. It is recommended you access the email account on a weekly basis, as all information and correspondence from ACU National, including notification of fees due, will be advised to students via your email address.

DEFERMENT POLICY: New undergraduate students who have been offered a place may defer their offer up to a maximum of one year. Please refer to the Admission Rules at the following site http://my.acu.edu.au/5056 for information regarding deferment.

Yours faithfully

ACU National Admissions Section
COPY OF TAC LETTER FOR FEE PLACE

NOTICE OF OFFER

Date of Offer: 27 August 2007

ACU National Student ID Number: «STUDENT_ID»
«FIRST_NAME» «LAST_NAME»
«MA_LINE1»
«MA_LINE2»
«MA_LINE3»
«MA_CITY» «MA_STATE» «MA_ZIP»

Dear «FIRST_NAME»

Congratulations! Your application for admission through Queensland Tertiary Admissions Centre to ACU National has been successful. We are pleased to offer you a place commencing in 2007 in the following course:

DEGREE: «DEGREE»
MAJOR: «MAJOR»

COST: This course is offered on a fee-paying basis. Costs may vary depending on the individual units selected and fees are subject to annual review. You should refer to the ACU National website http://www.acu.edu.au/coursecost/course_search.cfm for further information about course costs.

FEE HELP: You may be eligible to access the Commonwealth government's FEE-HELP scheme for assistance with tuition fees. Information can be found in the ‘FEE-HELP Information 2007’ booklet available at http://www.goingtouni.gov.au (select “Postgraduate” in “Fees, loans and Scholarships”, “Full fees & FEE_HELP”, “Eligibility requirements”, “FEE-HELP Information 2007” booklet), or from the Student Centre on your campus. If you wish to obtain Commonwealth support with tuition fees through FEE-HELP you must submit the on-line Request for FEE-HELP Assistance Form, available on Student connect – Managing Your Studies, access details are below.

TO ACCEPT THIS OFFER: To accept this offer you are required to enrol through the ACU National Student Connect – Managing your Studies system accessible from any computer with internet access. Prior to enrolling via Student Connect – Managing your Studies you must download and refer to the relevant Course Enrolment Guide at <http://my.acu.edu.au/4914> which provides you with information required to select your unit/s for 2007. Please refer to the enclosed pamphlet 'Student Connect Your Step by Step Guide to Enrolling in Units', for details on how to enrol via Student Connect.

Please also refer to the attached brochure, ‘ACU National Student Log-in Information’, for information regarding ACU National Student Log-in Information.

OFFER LAPSE DATE: If you do not accept this offer by enrolling in a minimum of one unit in the 2007 academic year within ten working days from the offer date on this Notice of Offer, you will be regarded as rejecting the offer and may lose your place at ACU National.

YOUR ACU NATIONAL STUDENT EMAIL ACCOUNT: You have been allocated an ACU National student email account. Information regarding the email account is available at http://my.acu.edu.au/1194. It is recommended you access the email account on a weekly basis, as all future information and correspondence from ACU National, including notification of fees due, will be advised to students via your email address.

DEFERMENT POLICY: New undergraduate students who have been offered a place may defer their offer up to a maximum of one year. Please refer to the Admission Rules at the following site http://my.acu.edu.au/5056 for information regarding deferment.

Yours faithfully

ACU National Admissions Section
Dear

Thank you for your application for admission to ACU National, Brisbane Campus (McAuley at Banyo) in the Graduate Diploma in Midwifery commencing Semester 1, XXXX, and for attending an interview for the employment component of the course.

The Interview Panel has advised that you have been placed on a reserve list. Should a place become available you will be advised by [insert date].

If you have not been made an offer by that date, you can assume that your application for inclusion in the [insert relevant term] intake has been unsuccessful.

Yours faithfully

ACU National Admissions
Welcome Letter from Vice Chancellor

Welcome to Australian Catholic University

As you commence your studies at Australian Catholic University (ACU National) I am very pleased to extend to you a warm and encouraging welcome to the most distinctive public university in this country.

ACU National is Australia’s only Catholic, national, publicly funded university and is open to all. It aspires to be a community characterized 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 on www.acu.edu.au.

There are great challenges in the task of higher education and they ask for the very best in all of us. Together, I believe 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 purposes of higher education.

I invite you to join with me as we move into a challenging future, one that should be the better for our having engaged fully and together.

I congratulate you on your enrolment, welcome you most warmly, and encourage you to contribute actively to the life and energy of your University.

With my best wishes for your studies.

Signed Professor Peter W. Sheehan AO
Vice-Chancellor
Australian Catholic University
ACU National Student log-in Information

To assist with log-in clarification of ACU Email, Student Connect - Managing Your Studies, Tutorial Direct and your Network Log-in please read the following:

**Student Connect - Managing Your Studies**

**User ID** = Student ID (S000XXXXX)
**Pin** = 6-digit date of birth (ie. 210266)

The 6-digit date of birth is your initial log-in. You will then be required to change this to another 6-digit number (you cannot keep your date of birth as your password).

**Network Log-in**

**User ID** = Student ID (S000XXXXX)
**Password** = 8-digit date of birth (ie. 21021966)

**ACUonline (WebCT) Log-in**

**User ID** = Student ID (S000XXXXX)
**Password** = 8-digit date of birth (ie. 21021966)

**Tutorial Direct (Allocate+)**

**User ID** = Student ID (S000XXXXX) Make sure the S is UPPER CASE
**Password** = 8-digit date of birth (ie. 21021966)

**ACU EMAIL**

**User ID** = Student ID (S000XXXXX)
**Password:** 8-digit date of birth (ie. 21021966)

If you have difficulty accessing any of the above, please contact your local Student Centre.

**Brisbane**
Phone: (07) 3623 7136
Email: studentcentre@mcauley.acu.edu.au

**North Sydney**
Phone: (02) 9739 2305
Email: studentcentre@mackillop.acu.edu.au

**Strathfield**
Phone: (02) 9701 4012
Email: studentcentre@mary.acu.edu.au

**Canberra**
Phone: (02) 6209 1121
Email: studentcentre@signadou.acu.edu.au

**Ballart**
Phone: (03) 5336 5360
Email: studentcentre@aquinas.acu.edu.au

**Melbourne**
Phone: (03) 9953 3062
Email: studentcentre@patrick.acu.edu.au

Prior to calling your local Student Centre please ensure you are logged into http://my.acu.edu.au and have your Student ID Number ready.

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

Please also ensure you include the following information in your email so we can respond to your enquiry promptly.

**Student Name:**
**Student ID Number:**
**Brief description of enquiry:**
Applying for HECS-HELP

To access the on-line Request for Commonwealth support and HECS-HELP Form

Step 1 Log onto Student Connect – Managing Your Studies (See enclosed instructions)

Step 2 Select “My Enrolment”

Step 3 Select “Enrol into Units”

Step 4 Select “Apply for Commonwealth Support, HECS-HELP or FEE-HELP Assistance”

Step 5 Select the term that you will enrol in units e.g. “2007 Semester 1”

Step 6 Check your personal details. (Note: if your details are incorrect, please contact the Student Centre on your campus to have the your details corrected)

Step 7 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 8 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 9 Tick the “I agree” checkbox

Step 10 Then select the “Submit” button

Step 11 The receipt screen will then be displayed. Print this screen as record of your “Request for Commonwealth support and HECS-HELP”

The on-line Request for Commonwealth support and HECS-HELP Form must be submitted by the census date for the teaching period. Further information regarding census dates is available at http://my.acu.edu.au/5646. If your form is not submitted by the census date, you must pay the full up-front amount.
Applying for FEE-HELP

To access the on-line Request for FEE-HELP Assistance Form

Step 1 Log onto Student Connect – Managing Your Studies (See enclosed instructions)

Step 2 Select “My Enrolment”

Step 3 Select “Enrol into Units”

Step 4 Select “Apply for Commonwealth Support, HECS-HELP or FEE-HELP Assistance”

Step 5 Select the term that you will enrol in units e.g. “2007 Semester 1”

Step 6 Check your personal details. (Note: if your details are incorrect, please contact the Student Centre on your campus to have your details corrected)

Step 7 Scroll down to “10” to enter your Tax File Number (TFN)

Step 8 Scroll down to the bottom of the page and tick the “I agree” checkbox

Step 9 Then select the “Submit” button

Step 10 The receipt screen will then be displayed. Print this screen as record of your “Request for FEE-HELP Assistance”

The on-line Request for FEE-HELP Assistance Form must be submitted by the census date for the teaching period. Further information regarding census dates is available at http://my.acu.edu.au/5646. If your form is not submitted by the census date, you must pay your tuition fees.