Student Administration Newsletter
Week beginning Monday 24 September 2007

Admissions Section

Manager – Richard Pursey  7116
VTAC Project Manager – Martin Parker  TBA
Team Leader – Sandra Smith  7140
AO – Saranne Gouwentak  7137 (Strathfield)
AO – Suzanne Hill  7133 (Brisbane)
AO – Lyn Bull  7433 (Melbourne, Ballarat)
AO – Chris Flower (Tue, Wed, Thu)  7285 (Online, National, CLS)
AO – Julie Hamilton  7138 (North Sydney, Canberra)
admissions@acu.edu.au (include student and campus details)
docsadmission@acu.edu.au (for supporting documentation only)

ADMISSIONS OFFICE RE-FIT
The physical lay-out of the Admissions office will be changed between 27 to 28 September. During this period Admission phones may be disconnected or not staffed due to health and safety reasons. Please either leave a voicemail message or email admissions@acu.edu.au and we will respond by close of business on 2 October.

2008 COURSE BROWSER/2008 COURSE LISTING
The 2008 Course Browser on the ACU website is still being updated and uploaded. We will also shortly be reconciling the course browser against TAC course browsers to ensure the admission information is consistent, accurate etc. However, please continue to alert us to any discrepancies.

2008 APPLICATIONS
Offers are continuing to be sent with the additional information advising successful applicants that they cannot enrol until 15 October.

STAFF
- Sandra Smith is on annual leave from 24 – 28 September 2007.
- Chris Flower is on annual leave from 24 – 28 September 2007.
- Julie Hamilton has joined the Admissions team to provide added assistance with assessing.
- Richard Pursey has joined the Admissions team as manager.
- Martin Parker will be managing the VTAC Admissions Project until March.
- Tina Ziegenfusz returns from maternity leave on 1 October 2007.
- Lyn Bull will be on annual leave 3 – 5 October 2007.
- Ken Hobbs is visiting Admissions for the week of 24 – 28 September 2007.
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 (contract) 3407
AO – Melanie Horne 3550
AO – Carys Lewis TBA
AO – Lara Moses TBA
enrolments@acu.edu.au
course-completion@mary.acu.edu.au

COURSE COMPLETION
SPRING GRADUATION
The Spring graduation ceremony is in Sydney on 4 October. Students can no longer be
course completed for the Spring ceremony.

Students will now be course completed for the Autumn 2008 ceremonies.

ACC FORM – AUTUMN 2008
A broadcast email was sent to all students as a reminder that 30 September is the due
date for submission of ACC forms for Semester 2 2007.

ENROLMENTS WEB INFORMATION
The Student Connect brochure and enrolment information for the 2008 academic year
has been sent to IRM for loading to the web. The information should be available in the
next week.

STAFFING ISSUES
Carys Lewis will join the Enrolments team from Friday 28 September. Carys will continue
to assist the Fees Section for approximately one month.
Student Systems Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Manager – Grant Glanfield</td>
<td>4225</td>
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<tr>
<td>Team Leader – Robert Hartup</td>
<td>4227</td>
</tr>
<tr>
<td>SSSO (Research) – John Montalto</td>
<td>3152 (Wed-pm, Thu and Fri)</td>
</tr>
<tr>
<td>SSSO – Ian Bray</td>
<td>5399</td>
</tr>
<tr>
<td>SSSO – Gabriel Spata</td>
<td>4297</td>
</tr>
<tr>
<td>SSSO – Alina Lawton</td>
<td>4022 (acting)</td>
</tr>
<tr>
<td>System Administrator – Mardi Ettelson</td>
<td>3068</td>
</tr>
<tr>
<td>System Administrator – Kate Gentle</td>
<td>4163 (acting) (Mon, Tue and Thu)</td>
</tr>
<tr>
<td>Project Manager – Pat Flynn</td>
<td>4114</td>
</tr>
<tr>
<td>Business Analyst – Kristopher O’Brien</td>
<td>4236</td>
</tr>
<tr>
<td>Business Analyst – Adam Jay</td>
<td>3066</td>
</tr>
</tbody>
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systems@acu.edu.au

BANNER 7 UPGRADE
Banner 5.6 will be unavailable from 12 noon **THURSDAY 27 SEPTEMBER 2007**. A Read Only version will be available to users from this date. Banner 7.3 will re-open on **WEDNESDAY 3 OCTOBER 2007**. Please note that **Student Connect** will be unavailable for both students and staff during this period. Following the re-opening of **Student Connect** you must use your ACU email username and password to access **Student Connect**.


STAFF
Robert will be proceeding on Long Service Leave for three months from 28 September, returning early January 2008.

While Robert is on Long Service Leave, Gabriella Spata will be acting Team Leader in Student Systems.

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 (e.g., 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>
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<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Manager – Lisa Richards</td>
<td>7459</td>
</tr>
<tr>
<td>Team Leader – Carol Bradley</td>
<td>7289 (Examinations and Results)</td>
</tr>
<tr>
<td>AO – Sandi Hume</td>
<td>7290</td>
</tr>
<tr>
<td>AO – Ty Noble</td>
<td>7460</td>
</tr>
<tr>
<td>A/Team Leader – Aileen Conradi</td>
<td>7131 (Timetabling)</td>
</tr>
<tr>
<td>AO – Debbie Ferguson</td>
<td>7286</td>
</tr>
<tr>
<td>AO – Daniella Gangemi</td>
<td>7358</td>
</tr>
<tr>
<td>AO – Tim Berry</td>
<td>7483 (seconded: S+ Implementation Project)</td>
</tr>
</tbody>
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**timetabling@acu.edu.au**<br>
**examinations@acu.edu.au**<br>
**studentresults@acu.edu.au**

**TIMETABLING**

**Sem 1 2008**

The Semester 1 2007 timetables have been rolled and it is hoped that a proportion of core unit classes will retain their 2007 timetables in 2008. However, due to changes in course and unit offerings, staff availability and student numbers, the TE&R Section cannot guarantee ‘stable’ timetables at any campus.

Course Co-ordinators, Lecturers and TLOs are reminded that careful checking of the timetables during the **two-week draft timetable phase** is vital for successful timetabling. We hope to release draft timetables in early-mid November and Schools are asked to consider staff availability to ensure checking of drafts occurs in a timely manner.
From Monday 1 October, all timetabling officers will be unavailable from 8.30am to 12.00noon each Monday. During this time they will participate in a “User Reference Group” working on the Syllabus + Project.

**EXAMINATIONS**
The final examination timetable will be released on Friday 28 September.

**Late examination requests will not be accepted.** Any unit requiring an examination that was not advised to TE&R is now the responsibility of the School concerned and must run as a School-based examination. Schools are advised to refer to the Banner clash matrix to ensure School-based examinations which are run during the Central examination period do not clash with the Central examinations timetable.

Examination papers are due to the Student Centre in September/October. Lecturers are reminded that SHARED examination papers are due by the earliest campus due date. For example, papers shared at both Melbourne and Brisbane campuses will be due on the Brisbane campus submission date.

[Examination Procedures for Academic Staff 2007](mailto:examinations@acu.edu.au) 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**
**Outstanding Semester 1 2007 Results**
TE&R staff are following up on outstanding grades and grades reporting incorrectly in Banner. LICs (or School AOs where the LIC is not reported) will be contacted accordingly.

**SYLLABUS PLUS PROJECT**
The population of the Syllabus Plus database has commenced with all resource, staff, unit data and programs of study now loaded. Pathways and student set data for the Faculty of Health Sciences’ courses have also been loaded, and courses will be added for Arts & Sciences and Education as they are finalised.

Work will shortly commence on the development of the online Web Data Collector which will be used by School timetabling staff to enter timetabling requirements.

**A REMINDER TO STAFF**
All general/ad hoc room bookings at McAuley, McKillop and St Patrick’s are to be emailed to Helpdesk. Mt St Mary’s, Aquinas and Signadou are to go through Campus Operations.

**IMPORTANT DATES**
Brisbane examination papers due ............................................................ Wed 26 Sept
Strathfield examination papers due ..................................................... Wed 26 Sept
Final examination timetables published ..............................................Fri 28 Sept
North Sydney examination papers due ................................................. Tues 2 Oct
Ballarat examination papers due ....................................................... Thurs 4 Oct
Canberra examination papers due ......................................................Thurs 4 Oct
Melbourne examination papers due ..................................................... Fri 5 Oct

**STAFF**
Ty Noble will be leaving TE&R on Friday 28 September to join the IRM Section.