Student Administration Newsletter
Week beginning Monday 4 June 2007

Admissions Section

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Manager – Admissions</td>
<td>Martin Parker</td>
<td>7116</td>
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<tr>
<td>Team Leader – AO</td>
<td>Sandra Smith</td>
<td>7140</td>
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<tr>
<td>AO – Vacant</td>
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<td>7138</td>
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<tr>
<td>AO – Saranne Gouwentak</td>
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<td>7137</td>
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<td>AO – Suzanne Hill</td>
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<td>7133</td>
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<tr>
<td>AO – Lyn Bull</td>
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<td>7433</td>
</tr>
<tr>
<td>AO – Chris Flower (Tue, Wed, Thu)</td>
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<td>7285</td>
</tr>
</tbody>
</table>

admissions@acu.edu.au
docsadmission@acu.edu.au (Prospective students only)

MID-YEAR COURSE BROWSER
As a result of checking the mid-year course listing and the course browser by Admissions, some minor changes have occurred in the listing of courses. There are currently two courses that do not have course information/ description displayed, (Master of Teaching (Primary)/Graduate Certificate in Religious Education and Master of Teaching (Secondary)/Graduate Certificate in Religious Education). It is anticipated that the information will be provided and uploaded by the end of the week.

MID-YEAR COURSE LISTING
The final mid-year course listing is attached.

QTAC Midyear Offer Rounds
There are two mid-year QTAC Offer Rounds. The first offer round will be available to applicants on Thursday 14 June, and the second QTAC offer round will be available to applicants on 11 July. ACU will participate in the second offer round only if there are still course vacancies.

UAC MID-YEAR OFFER ROUND
The only mid-year UAC Offer Round will be available to applicants on Monday 25 June.
Enrolments Section

Manager – Doreen Bonnici 3049
Team Leader – David Baker 3050
A/Enrolments Officer – Michelle Webley 3052
AO – Gladys Britto 3408
AO – Micki Grogan 3407
AO – Caroline Liddicoat 3550
enrolments@acu.edu.au
coursecompletion@acu.edu.au

Enrolments Officer – Michael Dorman (on secondment)
AO – Nicole Reeves (on secondment)

COURSE COMPLETION
Any student now identified as course complete will not be able to graduate until the Spring graduation ceremony in Sydney, scheduled for Thursday 4 October 2007.

Enrolments will be sending course completion pro formas to Course Co-ordinators, for those students who have applied for course completion at the end of Semester 1, in mid July 2007 (after results for Semester 1 have been finalised and released).

Course Co-ordinators who need further advice or information regarding the course completion process should contact Enrolments staff on the telephone numbers listed above, or by sending an email to coursecompletion@acu.edu.au

CREDIT APPLICATIONS
Enrolments have received a few queries in relation to the time limit for recognition of previous studies used as the basis for awarding credit.

This time limit was previously 10 years; however, in 2007 the Academic Regulations were amended as follows:

4.7.5 Time limit for retention of credit for prior studies

Unless the Head of School otherwise approves on the basis of evidence of subsequent development and life or work experience in the discipline, the maximum period during which credit granted under this Regulation may be retained will be –

(a) for an undergraduate course, one year more than twice the minimum duration of the course; or

(b) for a postgraduate course, four times the minimum duration of the course.

The minimum duration of the course is stated in the Course Rules for each course, and is also provided in the current ACU Handbook.

Accordingly, where credit has been awarded outside of these advertised time limits, and has not been approved by the Head of School, the credit application will be returned to the Course Co-ordinator for Head of School approval.

STAFF
Michelle Webley is on annual leave from 4 to 22 June.
WINTER TERM AND RESEARCH TERM B INVOICES
Invoices for the above terms are updated nightly to pick up any changes and loaded to Student Connect. The payment due date for these invoices is 18 June 2007.

SEMESTER 2 AND RESEARCH TERM C INVOICES
Invoices for Semester 2 and Research Term C will be loaded to Student Connect on 25 June 2007. The payment due date for Semester 2 is 23 July 2007 and Research Term C is 27 August 2007.

REFUNDS
Refunds for semester 1 have been processed and cheques mailed out. Credit amounts for Semester 1 on Banner will be allocated to Semester 2. Additional requests for refunds (RF forms) are being processed as we receive them.

CANCELLATIONS
Students who have been cancelled for non-payment of fees and who contact the Student Centre requesting to be reinstated should be put through to Student Fees. In special circumstances students will be reinstated as full fee-paying only.

LATE FEES
Students with late fees outstanding have had a hold applied to their enrolment and a letter sent out.

Students querying their late enrolment fee or late addition of unit fee should be advised to email enrolments at enrolments@acu.edu.au.

Queries regarding late payment of fees should be directed to Student Fees.

ELECTRONIC CAFs (e-CAF)
Students who are made mid-year offers will be advised to complete an e-CAF which can be accessed from Student Connect. The pre-2005 students applying for HECS-HELP should be the only students completing a paper CAF.
### Student Systems Section

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Manager – Grant Glanfield</td>
<td></td>
<td>4225</td>
</tr>
<tr>
<td>Team Leader – Robert Hartup</td>
<td></td>
<td>4227</td>
</tr>
<tr>
<td>SSSO (Research) – John Montalto</td>
<td></td>
<td>3152 (Wed-pm, Thu and Fri)</td>
</tr>
<tr>
<td>SSSO – Ian Bray</td>
<td></td>
<td>5399</td>
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<tr>
<td>SSSO – Gabriel Spata</td>
<td></td>
<td>4297</td>
</tr>
<tr>
<td>System Administrator – Mardi Ettelson</td>
<td></td>
<td>3068</td>
</tr>
<tr>
<td>System Administrator – Kate Gentle</td>
<td></td>
<td>4163 (acting) (Mon, Tue and Thu)</td>
</tr>
<tr>
<td>Business Analyst – Kristopher O'Brien</td>
<td></td>
<td>4236</td>
</tr>
<tr>
<td>Business Analyst – Adam Jay</td>
<td></td>
<td>3066</td>
</tr>
<tr>
<td>Project Manager – Pat Flynn</td>
<td></td>
<td>4114 <a href="mailto:systems@acu.edu.au">systems@acu.edu.au</a></td>
</tr>
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### BANNER REPORTS – ACU TRANSCRIPT JOBS

Following completion of the 2007 Autumn Graduation cycle, the work request to withhold general majors from printing on ACU Transcripts has been promoted to production. As a result, the Major code for Degrees with 0000, 000S, 000P and 000Y majors will not display on any of the Transcript jobs - SHZTRIN, SHZTRAN or SHZTRAP.

### 2008 UNIT OFFERING DATA

2007 CRNs for all terms, except Research terms, have been rolled to the respective terms for 2008. Unit offering data has been received from all Faculties with some follow-up amendments. Work is now progressing on comparing the 2007 data with the data changes submitted by each of the Faculties.

The unit offerings data collection for reporting to DEST for each half year is currently being reviewed with the aim of improving the existing process for Faculties.

### BANNER SECURITY CLASSES REVIEW

A review of all Banner security classes and object assignments (ie forms/processes/reports) is currently underway. Part of this review involves auditing the users of each security class. As a result, some staff may find that their Banner access to some forms/reports may change where it is appropriate that their security class should be updated. This may be due to a change in their role within the University which has not been previously actioned (eg: where no notification has been sent to Systems). For example, a staff member who previously worked in a School may now work in the International Office as an Administrative Officer. Their security class will be changed from School Administration to International Office. All staff who have their security class changed will be notified by email of their new security class and the object assignments. Following this change, if staff require access to additional objects, they can email their request to systems@acu.edu.au for review.
STAFF
All Student Systems staff will be attending a 1-day Banner 7 Upgrade Workshop on Thursday 7 June at Strathfield. Staff from the Student Systems Section will not be available during this time. Please email any issues to systems@acu.edu.au.

Gabriel is on leave 14 May – 2 July 2007.

WORK REQUESTS
A reminder that only urgent and necessary work requests will be forwarded to MIS for action. This is due to the commitment of MIS resources to the Banner 7 Upgrade Project allowing only very limited resources for maintenance.

SYSTEMS REQUESTS
There are two methods of contacting the Student Systems team:

1. **HEAT helpdesk** for **ALL** requests regarding **access to Banner, Student Connect and Tutorial Direct**. 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 all other 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**.
EXAMINATIONS

The Central examination period commenced on Monday 4 June and concludes on Saturday 23 June.

As some teaching spaces timetabled for classes during semester are used for examinations, LIC are reminded to check the timetable to ensure allocated rooms have not been changed for the duration of the examination period.

Examination Arrangements

It has been brought to our attention that, in some cases, Disability Advisors and/or Campus Operations are requesting changes to, or additional, arrangements directly via Student Centres. All matters related to students’ examination adjustments and other exam arrangements should be referred to the TE&R Section and not dealt with through Student Centres.

DEFERRED EXAMINATIONS

Deferred exam applications are now being processed. Students will be notified of the outcome of their application in writing (letter and/or email to their student email account) not later than ten days prior to the commencement of the deferred exam period.

School staff are reminded that approval of Deferred Examinations is subject to University regulations. TE&R has been advised by students that their “lecturer said I could have a deferred examination”; however the grounds for the application are not within the guidelines (eg: holidays booked during the exam period, a friend’s wedding the night before an examination, work commitments, etc.). Deferred examinations will be approved only where the reason for the application is a result of unforeseen or extraordinary circumstances. The outcome of DE applications is determined by the TE&R Section.

Students who are registered with the Elite Athletes Program (EAP) will be eligible for DEs if they have staff approved sporting commitments during the examination period. This is
a special consideration provided for EAP students which supports the Policy on Elite Athlete Support approved by Academic Board in October 2004. The policy aims to assist students who are registered in the Elite Athletes Program (EAP) by providing support and flexible study options which allows students to "negotiate assessment deadlines to accommodate their travel-related sporting commitments" and/or apply to "sit examinations externally" [6.4 a & b].

RESULTS
School staff are reminded that results procedures for both paper-based and online results submission are available on Knowledge Manager (http://my.acu.edu.au/1464)

First semester results will be released on **Saturday 14 July**.

**Please note:** results entered early will not be available to students until the release date and will NOT show on Academic Transcripts.

**Reminder regarding results - commencing Semester 2, 2007**

From Semester 2, 2007, the IP and AP grades will be discontinued. Please note the following advice:

1. Where a student cannot be awarded a final grade for a unit at the end of the study period, the grade will remain blank. If no final result grade has been assigned to the unit within twelve (12) months of the end of the study period, the blank grade will be converted to Fail – NN.

2. CU grade will replace the previous criteria for an AP grade.

TIMETABLING

**SEMESTER 2, SPRING A & B 2007**
The second draft of class timetables was published on Thursday 31 May. All final change requests are to be submitted by **Tuesday 12 June** for action.

Sign-off by TLOs/ HOS is required by Friday 15 June. FINAL timetables will be published for students on **Tuesday 19 June**.

**TUTORIAL DIRECT**
Tutorial Direct will open for Semester Two on Wednesday 20 June and close for sorting of preferences on Monday 2 July. The system will be re-opened on Tuesday 3 July in Allocation Adjustment mode and remain open until Monday 6 August (the final date for students to add a second semester unit is Friday 3 August).

**A REMINDER TO STAFF**
All general/ad hoc room bookings are to be emailed to Helpdesk/ Campus Operations.

**IMPORTANT DATES**
Change requests from 2nd timetable draft due ……………………………..Tue 12 Jun
Timetable Sign-off by TLOs and HOS ……………………………………….. Fri 15 Jun
FINAL Timetables published……………………………………………….Tue 19 Jun
Tutorial Direct opens ………………………………………………………..Wed 20 Jun
Results due (units without exams and with exams in exam week 1) ……. Fri 22 Jun
Central examination period concludes ………………………………...... Sat 23 Jun
Results due (units with exams in exam week 2) …………………………. Fri 29 Jun
Tutorial Direct closes for preference sort ……………………………….Mon 2 Jul
Tutorial Direct re-opens for allocation adjustment………………….. Tue 3 Jul
Results due (units with exams in exam week 3) …………………………..Fri 6 Jul

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Results due (ALL unit results submitted online via Student Connect) ....... Fri 6 Jul
Results (Semester 1) .......................................................................................... Sat 14 Jul
Tutorial Direct closes ..................................................................................... Mon 6 Aug

**STAFF**
Lisa is in Sydney (Syllabus Plus implementation) – 14-15 June inclusive.
Lauren will be on leave on Friday 8 June and will be in North Sydney from 15 – 22 June inclusive.