Student Administration Newsletter
Week beginning Monday 18 June 2007

Admissions Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Manager – Martin Parker</td>
<td>7116</td>
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<tr>
<td>Team Leader – Sandra Smith</td>
<td>7140</td>
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<tr>
<td>AO – Vacant</td>
<td>7138</td>
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<tr>
<td>AO – Saranne Gouwentak</td>
<td>7137 (Strathfield, North Sydney)</td>
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<tr>
<td>AO – Suzanne Hill</td>
<td>7133 (Brisbane, Canberra)</td>
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<tr>
<td>AO – Lyn Bull</td>
<td>7433 (Melbourne, Ballarat)</td>
</tr>
<tr>
<td>AO – Chris Flower (Tue, Wed, Thu)</td>
<td>7285 (Online, National, CLS)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:admissions@acu.edu.au">admissions@acu.edu.au</a></td>
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<td></td>
<td><a href="mailto:docsadmission@acu.edu.au">docsadmission@acu.edu.au</a> (Prospective students only)</td>
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MID-YEAR APPLICATIONS/CLOSING DATE
The final closing date for commencement in Semester 2 is Friday 22 June 2007. Admissions will upload these applicants on Monday 25 June.

All applicants should be encouraged to submit their supporting documentation as soon as possible, so their applications can be assessed in a timely manner before semester commences.

TIME-TICKET FOR COMMENCING STUDENTS
From semester 2 2007 there is only one time-ticket provided for commencing students, and this expires on 5 August 2007. This should alleviate requests for another time-ticket to be created for commencing students who do not enrol within the time provided by Admissions in their offer letters.

QTAC MID-YEAR OFFER ROUNDS
ACU will participate in the second QTAC offer round. Offers will be available to applicants on Wednesday 11 July.

UAC MID-YEAR OFFER ROUND
The only mid-year UAC Offer Round will be available to applicants on Monday 25 June.
MID-YEAR RE-ENROLMENT
Continuing students intending to return mid-year from an interruption to studies were advised by email that they must re-enrol for the second half of 2007 by **24 June 2007**. They were also issued a time-ticket to enable them to do this.

Students have until midnight 24 June 2007 to enrol in units. At this time the time-ticket lapses and late fee penalties apply for re-issue of the time-ticket.

**Please note that this deadline is only applicable to students returning from an interruption to studies.**

INTERRUPTION OF STUDY
The Enrolments Section has received correspondence recently referring to students taking Leave of Absence or deferral of study. Noted below is a brief clarification of terminology:

**Leave of absence** – is a process which has not applied since the end of 2005. Students now ‘interrupt their studies’.

** Interruption of study** – students who have recorded results for at least one semester of study are subsequently eligible to interrupt their studies. The student simply refrains from enrolling in units in the semester/s of non-attendance. Students returning from interruption of studies should check their student email account and the MyACU website regularly for re-enrolment notification and update.

**Deferral of study** – students who have received an offer, but have not yet commenced study may request a deferral of study to the following year. These students notify Admissions via use of the appropriate form and are contacted in the following year regarding renewal of offer. For further clarification on deferral please contact the Admissions staff.

**Dates to Note**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<td>24/06/07</td>
<td>Winter Term and Research Term B Census date.</td>
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**STAFF**
Michelle Webley is on annual leave from 4 to 22 June.
Information Resource Management (IRM) Section

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

COURSE ENROLMENT GUIDES (CEGs)
Course Enrolment Guides are still trickling in and are due by Monday 25 June.

HELPFUL HINTS FOR WEB BROWSING
Having trouble viewing new updates on Knowledge Manager? Try this:

- Hold down the **CTRL** key on your keyboard and either click on the **Refresh** button on your browser toolbar OR the **F5** key on your keyboard at the same time.
- If that doesn't work... Go to the Address bar at the top of the browser where you type in the web address. Go to the end of the address and type in **/_nocache** and press Enter.
  

If after this you are still experiencing difficulty viewing updates, please contact the IRM Section.

ACADEMIC DATABASE
We are continuing to test various aspects of ADS functionality and to familiarise ourselves with the application. We are meeting on 10 July with Solidity (the vendor) representatives.

BANNER 7 USER ACCEPTANCE TRAINING (UAT)
IRM is to receive UAT for Banner 7 on the afternoon of Tuesday 26 June.

Student Fees Section

Manager – Wayne Darnley | 3056
Team Leader – Jacqueline Anderton | 3059
AO – Joshua Toomey | 3067
fees@acu.edu.au

2007 SEMESTER 2 AND RESEARCH TERM C INVOICES
Invoices for 2007 Semester 2 and Research Term C will be available on Student Connect - Managing Your Studies on 25 June 2007. The payment due date for Semester 2 is 23 July 2007, and Research Term C is 27 August 2007.

EMAIL TO BE SENT TO STUDENTS WHO OWE FEES FOR 2007 SEMESTER 2
Subject: 2007 Semester 2 Fees

__________________________________________________________

Student Administration Newsletter
Dear <First Name>,

Your fees for 2007 Semester 2 are due on the <Due date on Banner>. Your invoice for <Total of Balance in TSAAREV> is available on Student Connect – Managing Your Studies.

**Student Connect – Managing Your Studies** provides for credit card payment on-line and BPAY details for payment through your bank.


Students who require a hardcopy tax invoice to pay by cheque or money order should use their ACU student email account to email the Student Fees Section fees@acu.edu.au Please put “Request for 2007 Semester 2 hard copy Tax Invoice” in the subject field of the email, and include your student number and date of birth in the message section. Ensure that your mailing address on **Student Connect – Managing Your Studies** is correct.

If you are being sponsored by an organisation which has an arrangement with ACU please contact the Student Fees Section fees@acu.edu.au immediately with the details. Otherwise you are liable for the fees shown on the invoice by the due date.

This is an auto-generated message, Please do not respond.

**CAMPUS NOTICE FOR 2007 SEMESTER 2 INVOICES**
Copy of campus notice attached.

**WINTER TERM AND RESEARCH TERM B COMMONWEALTH ASSISTANCE NOTICES (CAN)**
CANs for HECS and FEE-HELP students will be available on **Student Connect – Managing Your Studies** on 6 July 2007.

**ELECTRONIC CAFs (e-CAFs)**
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.
EXAMINATIONS
The Central examination period concludes on Saturday 23 June.

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

There have been some difficulties with examinations due to interruptions to public transport and city-wide incidents at some campuses. TE&R would like to thank the Student Centre staff and campus Area Supervisors for their patience and assistance in delaying examination start times and handling of student enquiries and concerns at these times, particularly in Melbourne and Sydney.

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 currently 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 (e.g. 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 in 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/37847).

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

TIMETABLING
SEMESTER 2, SPRING A & B 2007
The final class timetables were published on Tuesday 19 May. All change requests now require endorsement of the Associate Dean and approval by the Academic Registrar.

TUTORIAL DIRECT
Tutorial Direct was opened on Wednesday 20 June; it will 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).

Unfortunately several issues were identified that affected the classes displayed to some student cohorts. Most issues were resolved on Wednesday, but required the suspension of Tutorial Direct for several hours. The system was re-opened at around 2.00pm.

IMPORTANT NOTICE
Due to the testing of Disaster Recovery plans, both Tutorial Direct and Timetables will be unavailable to students and staff between 6.00am and 12 noon Saturday 23 June. The following advice has been posted to relevant webpages on myACU:

“Class Timetables and Tutorial Direct will be unavailable from 6:00am to 12 noon on Saturday 23 June due to system maintenance. We apologise for any inconvenience this may cause.”

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

IMPORTANT DATES
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
Results due (ALL unit results submitted online via Student Connect) .... Fri 6 Jul
Results Released to students (Semester 1) ......................................... Sat 14 Jul
Tutorial Direct closes ...................................................................... Mon 6 Aug
STAFF
Lisa is on leave Friday 22 June and Monday 25 June and off to Perth (Syllabus Plus conference) – 26-29 June inclusive. Please direct all enquiries to either Carol or Lauren.