Student Administration Newsletter
Week beginning Monday 25 June 2007

Admissions Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Details</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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<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>
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<tr>
<td>AO – Chris Flower (Tue, Wed, Thu)</td>
<td>7285 (Online, National, CLS)</td>
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<td><a href="mailto:admissions@acu.edu.au">admissions@acu.edu.au</a></td>
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<td><a href="mailto:docsadmission@acu.edu.au">docsadmission@acu.edu.au</a> (Prospective students only)</td>
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MID-YEAR APPLICATIONS/REVISED CLOSING DATE
Admissions will accept further late applications until Monday 9 July. Applicants must submit their supporting documentation as soon as possible, so that their applications can be assessed in a timely manner before semester commences.

DEFERMENT
"Deferral of study – students who have received an offer, but have not yet commenced study with the university 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, contact Admissions staff."

Please note that Deferment of study is only available to commencing undergraduate students.

QTAC MID-YEAR OFFER ROUNDS
ACU will participate in the second QTAC offer round. There are places available in all courses listed for mid-year. Offers will be available to applicants on Wednesday 11 July.

APPLICATION DECISION CODES
A new Application Decision Code has been created:

Code 22 – ‘Application referred to International Office’. This code will be used by Admissions staff if an application for admission through Student Connect – Apply for Admission is determined to be an International applicant. This application will be referred to International Office for processing.

Also note that there has been an amendment to Code 11. This code was previously ‘Documentation received’. This code is now entitled ‘Awaiting assessment’. Admissions staff will enter this code when all appropriately certified supporting documentation is received, and the application is ready for assessment by Admissions staff. If the application has to be referred to the School for final assessment, then Admissions staff will enter Code 3 - ‘Application at School’.

EQUITY SCHOLARSHIPS/BURSARIES
Applicants who applied through UAC for mid-year Equity Scholarships at ACU will be advised of the outcome of their application by UAC via mail from Thursday 28 June.
Queries regarding scholarships should be referred to Jacqueline Anderton on extension 3059.

**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 3407
AO – Caroline Liddicoat 3550

enrolments@acu.edu.au
coursecompletion@acu.edu.au

AO – Nicole Reeves (on secondment)

**MID-YEAR RE-ENROLMENT**

Continuing students returning from interruption to studies (those students who did not enrol in any units for 2007) who did not enrol by midnight 23 June 2007 for the second half of the year, and who wish to return to study, will be invoiced a $100 late re-enrolment fee.

**MID-YEAR COURSE COMPLETION**

All ACC forms submitted to Enrolments have been processed. Approx. 517 students have applied to course complete at the end of Semester 1 2007.

Students who believe that they will have completed their course by the end of Semester 1 2007 must submit an ACC form in order to be assessed for course completion, if they haven’t done so previously.

Enrolments will send out the first round of course complete pro formas by mid July to Course Co-ordinators, or staff nominated by the School.

**STAFF**

David Baker is on annual leave from 2 to 16 July. In his absence, Michael Dorman will resume his position as Acting Team Leader.

**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 were due on Monday 25 June. We are still expecting a number of guides to be submitted. Due to work commitments in various Schools, a short extension has been offered with a due date of **Friday 29 June**.
HELPFUL HINTS FOR WEB BROWSING
We are still getting queries relating to information that has been updated but does not seem to appear on the web. This is mostly due to some issues with caching. This issue is still being investigated by Peter Coppola’s team but in the meantime, please use the following steps to refresh your view before checking updates.

- 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. Example: http://www.acu.edu.au/myACU/staff/resources/knowledge-manager/irm/_nocache

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

ACADEMIC DATABASE
We are meeting with Solidity (the ADS vendor) for two days commencing on 9 July. We are really looking forward to advancing this project.

BANNER 7 USER ACCEPTANCE TRAINING (UAT)
This week, we had a very successful session with the UAT team looking at Banner and working with the Argos reporting tool.

Student Fees Section

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<tr>
<td>Manager – Wayne Darnley</td>
<td>3056</td>
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<tr>
<td>Team Leader – Jacqueline Anderton</td>
<td>3059</td>
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<td>AO – Joshua Toomey</td>
<td>3067</td>
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<td><a href="mailto:fees@acu.edu.au">fees@acu.edu.au</a></td>
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2007 SEMESTER 2 AND RESEARCH TERM C INVOICES
Invoices for Semester 2 and Research Term C are updated nightly to pick up any changes, then loaded to **Student Connect - Managing Your Studies**. The payment due date for Semester 2 is 23 July 2007, and Research Term C is 27 August 2007.

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-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.
EXAMINATIONS
The Deferred examination period will run from Tuesday 17 to Thursday 19 July. The Deferred examination timetable will be available on Saturday 7 July.

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.

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).

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

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 in Perth (Syllabus Plus conference) 26 - 29 June inclusive. Please direct all enquiries to either Carol or Lauren.
Daniella is on a Flex Day Friday 29 June.