Student Administration Newsletter
Week beginning Monday 2 July 2007

Admissions Section

Manager – Martin Parker 7116
Team Leader – Sandra Smith 7140
AO – Vacant 7138
AO – Saranne Gouwentak 7137 (Strathfield, North Sydney)
AO – Suzanne Hill 7133 (Brisbane, Canberra)
AO – Lyn Bull 7433 (Melbourne, Ballarat)
AO – Chris Flower (Tue, Wed, Thu) 7285 (Online, National, CLS)
admissions@acu.edu.au
docsadmission@acu.edu.au (Prospective students only)

MID-YEAR APPLICATIONS/CLOSING DATE
Admissions will accept late applications until Monday 9 July. Applicants must submit their supporting documentation as soon as possible, so their applications can be assessed in a timely manner before second semester commences.

QTAC MID-YEAR OFFER ROUNDS
ACU will accept late applications in all available courses, except for the Bachelor of Arts (Creative Arts & Culture), through QTAC until Friday 13 July, with offers occurring daily after the late offer round on Wednesday 11 July.

APPLICATION DECISION CODES AND STATUS OF APPLICATIONS
The SAADCRV screen displays all decision codes relevant to an application. The latest decision code will indicate exactly where the application is within the admission process. In the case of internal transfers, (other than course transfers), the comment screen (SPACMNT) will indicate the status of an application.

If the appropriate information cannot be determined through these screens, please contact the relevant Admissions staff member with the appropriate campus responsibility.

STAFF
Lynette Bull has been appointed to the permanent position in the Admissions Section.
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 COURSE COMPLETION
Enrolments will commence emailing ‘Pro forma for Submission of Candidates for Graduation’ to Course Co-ordinators on 16 July.

As Enrolments require a current listing of the Course Co-ordinators responsible for the course completion process for Spring 2007, we have requested that any change of details to the Course Co-ordinator listing currently in Knowledge Manager be provided by Friday 13 July.

UPDATED CR FORM
The CR – Application for Credit form has been updated and is available from http://my.acu.edu.au/student/managing_your_studies/forms. Please discard any unused hard copies of the previous CR forms.

In summary the following changes to the form have been made:

1. The title "Application for Credit" has been changed to include Recognition of Prior Learning (RPL) on the form.

2. DEST have advised that universities will need to capture data for Vocational and Technical (VTE) study from January 2008. One of these requirements is the level of the Vocational and Technical Education (VTE) study for which credit was offered. Provision has been made on the CR form for the "Course Name" to be entered as part of the details required for previous study.

STAFF
David Baker is on annual leave from 2 to 16 July. In his absence, Michael Dorman is Acting Team Leader.
**Information Resource Management (IRM) Section**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Manager</td>
<td>Tim Spackman</td>
<td>7457</td>
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<tr>
<td>Team Leader</td>
<td>Phil Davis</td>
<td>7312</td>
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<tr>
<td>AO</td>
<td>Tony Day</td>
<td>7467</td>
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<tr>
<td>AO</td>
<td>Rachael Parun</td>
<td>7142</td>
</tr>
<tr>
<td>AO</td>
<td>Heather Styman</td>
<td>7324</td>
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</tbody>
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irmsection@acu.edu.au

**COURSE ENROLMENT GUIDES (CEGs)**

Course Enrolment Guides were due on Monday 25 June. We have had quite a good response over the last week with many more CEGs submitted to IRM.

**CACHING PROBLEMS FOR WEB UPDATES**

We have been notified that the Web Content Development Team will be moving the Matrix application to a new more powerful server in a few weeks. At that time they will look at improving the refresh rate on the pages. This should solve many of the problems we have had with refresh rates up until now.

In the meantime please continue to refresh updated pages when checking. For your convenience, we have repeated information from our last newsletter on how to do 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**

IRM staff will meet with Solidity (the vendor of the software for the Academic Database) for two days on Monday 9 and Tuesday 10 July.

**BANNER 7 CONFERENCE**

Tim is currently attending a Banner 7 conference in New Zealand and will be return on Monday 9 July.
2007 SEMESTER 2 AND RESEARCH TERM C INVOICES
Invoices for 2007 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.

INTERNATIONAL STUDENTS’ FEE DUE DATE
International students will have until 31 August to pay their fees, even though it will say 23 July in Student Connect.

STAFF
Wayne is on leave until 14 July.