Student Administration Newsletter
Week beginning Monday 9 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
Applications for admission in Semester 2 have now closed.

COURSE BROWSER/2008 COURSE LISTING
The mid-year course browser has been removed from the ACU website; however, the full course browser is still available. Please note that this course browser has not yet been updated with 2008 information. Admissions is currently preparing the 2008 course listing, which will be finalised by mid-August, and the course browser will be updated as required.

QTAC MID-YEAR OFFER ROUNDS
Ten Commonwealth-supported offers were made in the second QTAC offer round which was available to applicants on Wednesday 11 July.

ACU will accept late applications in all available courses, except the Bachelor of Arts (Creative Arts & Culture), through QTAC until Friday 13 July, with offers occurring daily.

2008 APPLICATIONS
Admissions is currently arranging for the 2008 admission terms to be set up in Banner. When these are available, all future applications will be uploaded with 2008 admit terms. Should any of these applicants wish to commence study in either of the Spring terms, Admissions will amend the admit term accordingly.

Admissions will commence assessing and processing 2008 applications once the course listing for 2008 is finalised, approximately mid/late August.

Appropriate wording for applicants will be displayed on the ACU website advising prospective applicants of the planned process for admission.
**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  
course-completion@mary.acu.edu.au  
AO – Nicole Reeves (on secondment)

**MID-YEAR COURSE COMPLETION**

**Important Dates**

13 July 2007 – Heads of School advise Enrolments of the Course Co-ordinators or nominated School staff who are responsible for submitting authorised course completion pro formas.

16 July 2007 – Enrolments email *Pro forma for Submission of Candidates for Graduation* and internal transcripts to Course Co-ordinators.

26 July 2007 – Course Co-ordinators or nominated School staff finalise and approve course completion pro formas and email to Enrolments.

**Change in process**

Responsibility for management of the course completion process was transferred from Graduations to the Enrolments Section in October 2006. As the course completion process for students graduating in autumn 2007 commenced in November 2006, it was decided that Enrolments would continue to implement the pre-existing processes and undertake a comprehensive review after the completion of that cycle.

The Enrolments Section has now undertaken a review, including consultation with and feedback from a number of Course Co-ordinators. Most of the changes are processes that are undertaken by the Section, but there is one modification that affects the authorisation of course completion by the Deans and Pro-Vice-Chancellor (Academic Affairs).

The list of students certified by the Course Co-ordinator as course complete will be forwarded to the Dean by Enrolments, rather than by the Course Co-ordinator (via the Head of School). This will alleviate the need for the Course Co-ordinator to manually modify pro formas and subsequently reduce the number of documents forwarded to the Deans and Pro-Vice-Chancellor (Academic Affairs). The Academic Registrar has approved this modification, with endorsement from the Pro-Vice-Chancellor (Academic Affairs), and will be implemented for students graduating in spring 2007.

Further detailed information and instructions regarding the course completion process will be included with the pro formas and internal transcripts distributed to Course Co-ordinators and nominated School staff on 16 July 2007.
Staff who require further advice or information regarding the course completion process should contact Enrolments staff by sending an email to course-completion@mary.acu.edu.au.

**ACC Form**
The due date for lodging ACC “Application to Course Complete” forms intended for Spring Graduation closed 30 April 2007. If students lodge an ACC form at the Student Centre or with School staff please send them to Enrolments immediately. Enrolments will process these forms as a matter of priority.

**WINTER TERM**
Addition of units can only be considered on a fee-paying basis and if approved by the Course Co-ordinator. Late fee of $150.00 applies.

**STATISTICAL DATA**
The table below shows the number of forms received and processed by Enrolments between 1 January 2007 and 30 June 2007.

<table>
<thead>
<tr>
<th>Forms</th>
<th>TOTALS for Jan – Jun 07</th>
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<tbody>
<tr>
<td>AX - CROSS INSTITUTION ENROLMENT</td>
<td>156</td>
</tr>
<tr>
<td>AW - ACADEMIC WAIVER</td>
<td>76</td>
</tr>
<tr>
<td>CC AMENDMENTS</td>
<td>214</td>
</tr>
<tr>
<td>CM - CHANGE OF MAJOR</td>
<td>216</td>
</tr>
<tr>
<td>COURSE TRANSFERS</td>
<td>67</td>
</tr>
<tr>
<td>CR - CREDIT APPLICATION</td>
<td>1824</td>
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<tr>
<td>DDT - DOUBLE DEGREE TO SINGLE DEGREE TRANSFER</td>
<td>30</td>
</tr>
<tr>
<td>FP - ADDING FEE-PAYING UNITS</td>
<td>8</td>
</tr>
<tr>
<td>LAU - LATE ADDITION OF UNIT/S</td>
<td>369</td>
</tr>
<tr>
<td>MISC LETTERS</td>
<td>100</td>
</tr>
<tr>
<td>RC - RIGHT OF CORRECTION</td>
<td>51</td>
</tr>
<tr>
<td>REINSTATEMENTS</td>
<td>1146</td>
</tr>
<tr>
<td>RETURN TO SENDER</td>
<td>96</td>
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<tr>
<td>WC - WITHDRAWAL FROM COURSE</td>
<td>463</td>
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<tr>
<td>WEF - WAIVE LATE ENROLMENT FEE</td>
<td>139</td>
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<tr>
<td>DEST</td>
<td>72</td>
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<tr>
<td>ACC FORMS</td>
<td>1176</td>
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<tr>
<td>DECLINED COURSE TRANSFERS</td>
<td>7</td>
</tr>
<tr>
<td>AAT FORMS</td>
<td>41</td>
</tr>
<tr>
<td><strong>TOTAL FORMS PROCESSED</strong></td>
<td><strong>6251</strong></td>
</tr>
</tbody>
</table>

**STAFF**
Caroline Liddicoat has been offered a position in the School of Veterinary Science at the University of Melbourne, Werribee campus. We will miss Caroline and her valuable contribution and dedication she has shown while being employed at ACU but wish her all the best in her new position. Caroline’s last day of work will be 20 July 2007.

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

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

**COURSE ENROLMENT GUIDES (CEGs)**

We now have received around 80% of guides.

**KNOWLEDGE MANAGER**

There is a new site map for Knowledge Manager which updates automatically after changes are made. This should make it easier to find information.

**Student Fees Section**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Wayne Darnley</td>
<td>3056</td>
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<tr>
<td>Team Leader</td>
<td>Jacqueline Anderton</td>
<td>3059</td>
</tr>
<tr>
<td>AO</td>
<td>Joshua Toomey</td>
<td>3067</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td><a href="mailto:fees@acu.edu.au">fees@acu.edu.au</a></td>
</tr>
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</table>

**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 (CANs)**

CANs for HECS and FEE-HELP students are available on *Student Connect - Managing Your Studies*.

**INTERNATIONAL STUDENTS’ FEE DUE DATE**

International students have until 31 August to pay their fees, even though it says 23 July in *Student Connect*. 
WELCOME TO ANGELA FORRESTER
The Student Systems section welcomes Angela Forrester to the team next week. Angela will be based in Melbourne.

2008 UNIT SET-UP
Student Systems are currently working on finalising the set-up of 2008 units. The planned time frame for completion of this task is the end of this week. The data will then be forwarded to the Faculties for confirmation.

BANNER REPORTS – SHOW CAUSE
The reports for show cause cases are available to staff in the following Banner security groups: School Administrative staff, Course Co-ordinators, Heads of Schools and International Education Office staff. These reports are:

Show cause cases:
- Progression percentage failure per half year (any student who fails (percent)% [50%] or more of the total credit points run over two standard terms (SZRPRG2)
- Progression 'show cause' failures (failed in any single unit with 'show cause' status in current or past academic history (SZRPRG6) – **NOTE**: Schools should advise Student Administration of any cases where the SC status should be added to the student record prior to running this report.
- Progression Honours failures (Any student in an Honours program who fails a unit) (SZRPRG7)

For advice regarding other progress/termination of enrolment reports, please refer to the Systems Newsletter for the week commencing 7 May 2007.

TUTORIAL DIRECT
Tutorial Direct opened for Semester 2 on Wednesday 20 June and closed for sorting of preferences on Tuesday 3 July. The system was re-opened on the same day in Allocation Adjustment mode and will remain open until Monday 6 August (the final date for
students to add a second semester unit is Friday 3 August). Student Systems will be liaising with the TE&R Section regarding the timing of ‘forced’ sorts. The ‘forced’ sort will automatically allocate any student who has not yet selected tutorials.

Any issues or problems relating to Tutorial Direct should be emailed to the Systems Team at systems@acu.edu.au for resolution.

**BANNER 7 UPGRADE**

The Banner 7 upgrade is fast approaching the go live date - at this stage it is proposed to be the first weekend of October - pending final confirmation by the Steering Committee. This is a big step for ACU - upgrading both Banner and Student Connect from version 5.6 to 7.3 - so there is always a new challenge every day.

During June and into late July, the Project Team are travelling around the campuses conducting UAT workshops with key Student Admin units. This includes Admissions, Enrolments, Fees and the Student Centres. Thus far the testing has gone well and further testing with School Admin Officers and Course Co-ordinators is planned.

However, any member of staff who currently uses Banner should take the opportunity to go and have a ‘play’ in the Banner 7 Test System. Just go to http://my.acu.edu.au/39175 and click on the link to Banner 7.3 (Internet Native Banner UPG database) and login with your usual Banner username and password. The logic behind this approach is that it is much better to resolve potential issues now than after rollout.

From now until October there will be more testing as well as information and training sessions scheduled for August and September. There will also be a ‘dress rehearsal’ cutover in August to iron out any kinks prior to the real thing in October.

You can find further information at the Banner 7 Upgrade website (http://my.acu.edu.au/39175) or contact Patrick Flynn on x4114 for further details on the project.

**BANNWAGON 2007**

Leo, Patrick and Robert were the Student Systems representatives at the second annual BANNWAGON conference in Wellington, New Zealand from 2 to 4 July. The participants included Banner users and technical staff from Australian, New Zealand and South Pacific Higher Education institutions. There were also guest representatives from Hong Kong Universities and from the University of West Indies. The conference was hosted by the Victoria University of Wellington (VUW).

**STAFF**

Grant is on a period of annual/long service leave from 22 June – 2 August 2007. Kris will be on annual leave from 9 – 20 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 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 (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 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>
<thead>
<tr>
<th>Manager – Lisa Richards</th>
<th>7459</th>
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<tbody>
<tr>
<td>Team Leader – Carol Bradley</td>
<td>7289 <em>(Canberra, North Sydney, Strathfield)</em></td>
</tr>
<tr>
<td>AO – Aileen Conradi</td>
<td>7290</td>
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<tr>
<td>AO – Ty Noble</td>
<td>7460</td>
</tr>
<tr>
<td>A/Team Leader – Lauren Byfield</td>
<td>7131 <em>(Ballarat, Brisbane, Melbourne)</em></td>
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<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 <em>(seconed: S+ Implementation Project)</em></td>
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<tr>
<td><a href="mailto:timetabling@acu.edu.au">timetabling@acu.edu.au</a></td>
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**DEFERRED EXAMINATIONS**
The Deferred examination period will run from Tuesday 17 July to Thursday 19 July. The Deferred examination timetable was available on Saturday 7 July.

Deferred exam applications have been finalised. Final spreadsheets were distributed to Schools on 9 July.

**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
All Tutorial Direct queries regarding buffers, students not allocated or LIC issues are to be emailed to the Student Systems email account systems@acu.edu.au

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

IMPORTANT DATES
Class changes for increased enrolments due ......................................... Fri 13 Jul
Results Released to students (Semester 1) ........................................... Sat 14 Jul
Area Supervisors Commence ............................................................. Mon 16 Jul
Deferred Exams Commence ............................................................... Tue 17 Jul
Deferred Exams Conclude ............................................................... Thurs 19 Jul
Tutorial Direct closes ....................................................................... Mon 6 Aug

STAFF
Aileen and Daniella will be attending staff training on Friday 13 July.
Lisa will be on Annual Leave from Monday 16 - Wednesday 18 July. Lisa will then be in Melbourne from Thurs 19 – Friday 20 July.
Lauren will be on leave Friday 20 and Monday 23 July.
Aileen will be on leave Friday 27 July and Monday 30 July.
Debbie will be on annual leave until Monday 30 July.