MID-YEAR APPLICATIONS
Applications for admission, including transfer requests, for Semester 2 have now closed.

It is anticipated that all mid-year offers will be finalised and students advised of their application outcome by this Friday 20 July 2007.

TRANSFER REQUESTS
At the Admission Committee meeting on 20 April, it was resolved that the following application pathways be adopted for internal transfers:

1) course transfer applications be made through the relevant TAC, with the exception of students transferring from a dual degree to a single degree that is a component of their dual degree;

2) campus transfers be handled by direct application, via Student Connect – Apply for Admission;

3) fee to CSP or CSP to fee applications be handled by direct application, via Student Connect – Apply for Admission;

4) applications from UniAccess students wishing to transfer into the course aligned with their program be handled by direct application, via Student Connect – Apply for Admission;

5) international to permanent resident status applications be made on a paper-based form.

Future discussions with the IRM Section will determine how transfer requests will be captured through Student Connect – Apply for Admission.

COURSE BROWSER/2008 COURSE LISTING
Admissions is currently preparing the 2008 course listing, which will be finalised by mid-August, and the course browser will be updated as required.

2008 APPLICATIONS
Admissions have again temporarily suspended uploading applications for 2008. It is anticipated that uploading applications will recommence next Monday 23 July 2007. All future applications will be uploaded with 2008 admit terms. Should any of these
applicants wish to commence study in either of the 2007 Spring terms, Admissions will amend the admit term accordingly.

It is anticipated that 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. The acknowledgement email will also be updated advising applicants that assessing will not commence until late August.

**2008 ADMISSIONS ADDITIONAL INFORMATION FORMS**

All Admissions additional information forms are being progressively updated and will be loaded to the ACU website.

**Enrolments Section**

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager – Doreen Bonnici</td>
<td>3049</td>
</tr>
<tr>
<td>A/Team Leader – Michael Dorman</td>
<td>3058</td>
</tr>
<tr>
<td>A/Enrolments Officer – Michelle Webley</td>
<td>3052</td>
</tr>
<tr>
<td>AO – Gladys Britto</td>
<td>3408</td>
</tr>
<tr>
<td>AO – Micki Grogan</td>
<td>3407</td>
</tr>
<tr>
<td>AO – Caroline Liddicoat</td>
<td>3550</td>
</tr>
<tr>
<td><a href="mailto:enrolments@acu.edu.au">enrolments@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:course-completion@mary.acu.edu.au">course-completion@mary.acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>AO – Nicole Reeves (on secondment)</td>
<td></td>
</tr>
</tbody>
</table>

**MID-YEAR COURSE COMPLETION**

Enrolments sent out the course completion pro forma and internal transcripts to Course Co-ordinators via email on Monday 16 July 2007.

**IMPORTANT DATES**

- **26 July 2007** – Due date for round 1 course completion pro formas to be emailed to Enrolments by Course Co-ordinators or nominated School staff.
- **30 July 2007** – Enrolments commence printing and mail-out of official transcripts to course complete students.

**STAFF**

David Baker has been offered a position as Faculty Manager at ACU National in the Faculty of Arts and Sciences. David’s last day of work with Enrolments was Wednesday 18 July.

Caroline Liddicoat’s last day of work at ACU is Friday 20 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 (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 shows 23 July in Student Connect. The email will be updated to advise international students of the correct due date.

2008 UNIT OFFERINGS
Systems have finalised the data entry of the initial unit request data for each Faculty, and have since forwarded a 2008 unit listing by Faculty to each Faculty Executive Officer for confirmation. The due date for confirmation of the Faculty unit listings is Tuesday, 31 July 2007. Please provide confirmation and any amendment requests by this date.
**TUTORIAL DIRECT**
The first forced sort occurred on Monday 16 July 2007. Students who had not already been allocated to classes following the preference sort or who had not allocated themselves to classes were forced into any available class that would fit their enrolment pattern. The next forced sort will occur on Thursday 19 July 2007. Forced sorts will continue every few days until the close of Tutorial Direct on 6 August 2007. Students can still make changes to their allocations on Tutorial Direct until this date.

Several issues have arisen during this cycle of tutorial allocations, the main issue being changes to the timetables after the preference sort had occurred. Many of the changes caused the deletion of activities in Tutorial Direct and subsequently removed students from their previous allocations. In these cases, students received an automated email informing them of this change and requesting that they go back to Tutorial Direct and re-allocate themselves. Not all students did this prior to the forced sort. These students were therefore automatically allocated to classes during the forced sort. The allocation they received following the forced sort may not have been the same allocation that they received in the preference sort or what they had selected themselves.

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

**STRATHFIELD STUDENT SYSTEMS – RETURN TO REFURBISHED OFFICES**
The Student Systems team at Strathfield will be moving to our newly refurbished offices (E Block) on Friday 20 July. Staff at Strathfield will be preparing for the move (ie packing) on the afternoon of Thursday 19 July, while the actual move will take place on Friday 20 July. Please note that the Strathfield Systems staff will not be available on either day for general work issues. The Strathfield staff will be back to normal operations on Monday 23 July.

The Systems staff, who are located outside of MSM campus, will still be available for any work requests. Mardi can be contacted on ext 3068, Ange on ext 3891 and Ian on ext 5399. The Systems email will continue to be monitored during this period.

**STAFF**
Grant will be 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>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager – Lisa Richards</td>
<td>7459</td>
</tr>
<tr>
<td>Team Leader – Carol Bradley</td>
<td>7289 (Canberra, North Sydney, Strathfield)</td>
</tr>
<tr>
<td>AO – Aileen Conradi</td>
<td>7290</td>
</tr>
<tr>
<td>AO – Ty Noble</td>
<td>7460</td>
</tr>
<tr>
<td>A/Team Leader – Lauren Byfield</td>
<td>7131 (Ballarat, Brisbane, Melbourne)</td>
</tr>
<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 (seconded: S+ Implementation Project)</td>
</tr>
</tbody>
</table>

**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 to classes or LIC issues are to be emailed to the Student Systems email account: **systems@acu.edu.au**

A final sort was done on 16 July, picking up any student who hadn’t been allocated to a class. Further sorts will be done on Thursday 19 July and Monday 23 July. Tutorial Direct will close on Monday 6 August.

**EXAMINATIONS**

**Deferred Examinations**

The deferred examination period will run from Tuesday 17 July to Thursday 19 July.

The table below indicates the number of deferred examination applications received and the number of applications declined. These figures represent a 20% increase in applications compared with Semester Two, 2006.
RESULTS
Student results were officially released to students on Saturday 14 July. They were however released a number of hours earlier on Friday 13 July.

Online Results Entry
The entry of student results via online results entry has now closed. Units that do not already have results entered will need to be provided on an official results list and submitted to the Student Centre for entry.

Outstanding Semester 1 2007 Results
The table below identifies results outstanding as at 3pm on Monday 16 July. The figures outside brackets represent the number of units with results outstanding. The figure in brackets indicates the number of students affected.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Total No. of Individual Results outstanding</th>
<th>[16/07/07]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballarat</td>
<td>8 (23)</td>
<td></td>
</tr>
<tr>
<td>Brisbane</td>
<td>74 (296)</td>
<td></td>
</tr>
<tr>
<td>Canberra</td>
<td>10 (22)</td>
<td></td>
</tr>
<tr>
<td>Melbourne</td>
<td>68 (880)</td>
<td></td>
</tr>
<tr>
<td>North Sydney</td>
<td>13 (1244)</td>
<td></td>
</tr>
<tr>
<td>Strathfield</td>
<td>38 (897)</td>
<td></td>
</tr>
<tr>
<td>Online Units</td>
<td>16 (132)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>227 (3494)</td>
<td></td>
</tr>
</tbody>
</table>

Several Schools still have considerable numbers of results outstanding. ALL results were due to be provided to Student Centres or entered online by Friday 6 July. Schools should be aware that delays in providing results seriously impacts on data entry and may therefore impact on the process of course completion, course transfers and course admissions for students. All student queries regarding results should be directed to Lecturers/Schools.

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

IMPORTANT DATES
Deferred Exams Commence ................................................................. Tue 17 Jul
Deferred Exams Conclude ................................................................. Thu 19 Jul
Spring term timetables published to web .............................................. Fri 3 Aug
Tutorial Direct closes ....................................................................... Mon 6 Aug

Please direct queries to examinations@acu.edu.au