

New Enrolments – Melville Hall – Semester 1, 2008

Incorporating discussion of revised Program Transfer process

Stakeholders Meeting, Tuesday 23 October 2:30pm

Ground Floor Meeting Room, Pauline Griffin Building (11)

AGENDA

1. Session timetable

2. Proposed changes

- Removal of Halls and Colleges sessions (1 less day in MH)
- Removal of lunch break
- Friday start to best accommodate International Students
- Move foyer desk to opposite side of foyer to increase traffic flow
- Scrap the late night session and replace with session over lunch period for postgraduates
- No Tuesday morning session (19/2/07) due to system usage
- Possibly removing Friday 22 February afternoon session

3. Program transfers

- Stricter adherence to deadlines
- Students are to enrol as though their transfer is not accepted and then re-enrol if it is.
- Additional staff will be brought in to ensure transfers are processed in time for the commencement of Semester 1 which leads to...
- Deadline for Colleges to return Program Transfer applications to Enrolments (Friday 11 January)
- Program Transfer spreadsheets to be delivered to Colleges soon after application deadline (14 December 2007)
- Status – the onus is on the student to apply for status.
 - i. Students who transfer program will be sent a status form with their letter.
 - ii. Deadline to apply for status? Prior to commencement of semester/by end of week 2?
 - iii. Letter to instruct students to seek academic advice before enrolling in their new program (advertise Academic Advice Sessions)
- Program transfers won't be forwarded back to Colleges, however, spreadsheet should make it easier to keep track of transferring students

4. Re-enrolment for 2008 is expected to open on 3 December 2007

5. Any other business