

New Enrolments – Melville Hall – Semester 1, 2008

Incorporating discussion of revised Program Transfer process

Stakeholders Meeting, held Tuesday 23 October 2:30pm

Ground Floor Meeting Room, Pauline Griffin Building (11)

Minutes

1. Session timetable

A proposed Enrolment Session timetable was handed out to the group. After discussion a couple of the sessions were changed. The new proposed timetable is outlined below:

Day/Date	Time	Cohort
Friday 15 February	11:00 – 3:00	Postgraduate Enrolments
Monday 18 February	9:30 – 12:30	Undergraduate Enrolments A to C
Monday 18 February	1:30 – 4:00	Undergraduate Enrolments D to G
Tuesday 19 February	1:30 – 4:00	Undergraduate Enrolments H to K
Wednesday 20 February	9:30 – 12:30	Undergraduate Enrolments L to N
Wednesday 20 February	1:30 – 3:30	Undergraduate Enrolments O to S
Thursday 21 February	9:30 – 12:30	Undergraduate Enrolments T to Z
Thursday 21 February	1:30 – 3:30	Postgraduate Enrolments
Friday 22 February	9:30 – 12:30	Late Enrolments
Friday 22 February	1:30 – 4:00	Late Enrolments
Monday 25 February	9:30 – 12:30	Academic Advice Session and Late Enrolments
Wednesday 27 February	9:30 – 12:30	Academic Advice Session and Late Enrolments

Therese Douglass and Sue Hancock to feedback to Rebecca about whether the new timetable will significantly affect their areas.

2. Proposed changes

A) Removal of Halls and Colleges sessions (1 less day in MH)

There were no objections to this proposal. The Halls and Colleges were invited to the meeting but did not attend. No feedback has been received from the Halls and Colleges and as such this proposed change will go ahead.

There was some concern that including the Halls and Colleges into the main group would increase the student traffic. This was weighed against the request to reduce the number of days spent in Melville Hall and was agreed to be worth a try. Additionally, the introduction of Enrolment Registration Forms being printed on PEA day will also hopefully reduce the number of students at Melville Hall who need significant amounts of advice.

B) Removal of lunch break

It had been proposed that Melville Hall remained open all day, rather than shutting across the lunch hour. As anticipated this was not a popular proposal and has been scrapped.

C) Friday start to accommodate the International Students

The group agreed that this was sensible, but starting on the Friday would mean that Halls and Colleges students would most likely not be present for the Friday sessions. As such the Friday session was moved to the following Monday and replaced with one of the postgraduate sessions.

D) Move foyer desk to opposite side of foyer to increase traffic flow

This was deemed to be a good idea and worth a try. Cait from SBS noted that cables would have to cross the walkway and be covered/taped down.

E) Scrap the late night session and replace with session over lunch period for postgraduates

This proposal was accepted by the group

F) No Tuesday morning session (19/2/07) due to system usage

It was explained that no session would be run on Tuesday morning due to the pay run which significantly slows down Student21. It was asked if the pay run could be done at a different time, but Cait Rawson (SBS) explained that it was a campus-wide process and therefore would be very difficult to postpone. This proposal was accepted.

G) Possibly removing Friday 22 February afternoon session

It was suggested that to reduce the number of sessions further, we could remove the Friday 22 February afternoon Late Enrolments session, but the group agreed that we shouldn't reduce the number of sessions further.

3. Program transfers

a) Stricter adherence to deadlines

Paul explained that to avoid the processing problems that have been experienced in the past, Enrolments will be enforcing the deadline for Program Transfer applications. Students wishing to apply after this date will need to substantiate their request and pay a \$125 late fee. Late applications will be accepted at the discretion of the Enrolments Manager. This is in accordance with the existing procedures as outlined in the SEAP Guide.

b) Students are to enrol as though their transfer is not accepted and then re-enrol if it is.

Although this is the opposite of what has previously been advised to students, Paul suggested that students re-enrol in their existing program prior to hearing the outcome of their transfer application. Upon the transfer being processed Enrolments will drop all existing enrolment and request that the student re-enrol in their new program after seeking academic advice. This will avoid the anxiety of students who want to re-enrol but haven't heard an outcome for their transfer yet. It would also avoid the issue of a Negative Service Indicator and Enrolment block being put on a student's record who is awaiting the outcome of their transfer application.

- c) Additional staff will be brought in to ensure transfers are processed in time for the commencement of Semester 1

Paul informed the group that to ensure that Program Transfers are finalised before the start of semester, additional staff will be brought in to Enrolments to be dedicated to the task of processing Program Transfers.

- d) Deadline for Colleges to return Program Transfer applications to Enrolments (Friday 11 January)

Paul requested that all approved/declined program transfer applications be returned to Enrolments by Friday 11 January. After discussion with the group this date was moved to Friday 25 January.

- e) Program Transfer spreadsheets to be delivered to Colleges soon after application deadline (14 December 2007)

Paul suggested a new way to send Program Transfer applications to Colleges using a spreadsheet rather than individual forms. For a number of reasons College representatives didn't think that the system would work. Paul agreed to rethink the concept and that there would be no change for the Semester 1 2008 round of transfers.

- f) Status – the onus is on the student to apply for status.

Paul suggested that a status application form be sent with the Transfer approval letter sent to the student. Cait suggested that the Status form and the Program Transfer form be combined into one form. Both these options will be considered.

Paul asked if a deadline should be set for status applications. The group could not reach agreement on this suggestion as there would be no way to enforce a deadline.

Students will be encouraged in their transfer offer letter to seek academic advice before enrolling in their new program.

- g) Program transfers won't be forwarded back to Colleges, however, spreadsheet should make it easier to keep track of transferring students

As the spreadsheet concept has been put on hold, this idea also needs to be rethought. Frank Filardo suggested that lists could be generated of transfers which College staff would sign upon receiving the transfers. This idea will be considered.

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

Paul advised that the day that Re-enrolment would open for continuing students would be 3 December 2007. Sue Hancock requested that it be brought forward to 30 November. Paul agreed and set 30 November 2007 as the date.

5. Any other business

There was no other business

The meeting concluded at 3:45pm