

# **New Enrolments – Melville Hall – Semester 2, 2007**

Stakeholders Wash-up, Thursday 2 August 3:00pm  
Humanities Conference Room, AD Hope Building (14)

## **AGENDA**

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1. Thanks: (Paul)
2. Additions/Deletions to the Melville Hall Enrolments mailing list
3. Trialled improvements to process: (Rebecca and Di)
  - a. Redesign of Enrolments Checklist
  - b. Enrolment Registration Forms
  - c. Use of foyer
  - d. Phones
  - e. InfoPlace Upper staff
  - f. Academic Advice Sessions day change
4. Process for late offers: (Paul)
5. Application Folders: (Sue Clarke)
6. Latecomers at Melville Hall: (Rebecca)
7. Upgrade printer for foyer: (Di)
8. Possibility of organising enrolling students by College – Advantages/Disadvantages: (Rebecca)
9. Any suggested improvements to the way the sessions work for the future: (Open)
10. Any other business: (Open)