Dear Student,

re: Important re-enrolment information for continuing students in 2001

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

The Adelaide University is preparing for enrolments for most continuing students in all Faculties/Schools between September and November this year. All continuing undergraduate students and some postgraduate coursework students are required to enrol early. If you expect to complete your program or if you do not intend to study in your program(s) next year please ignore the package (you may be required to apply for a deferment, check with your Faculty/School if this is applicable to you).

The attached leaflet introduces you to the new Peoplesoft system the Adelaide University has adopted. New terminology and processes will be implemented to support the enrolment process. Detailed information and instructions will be provided with your re-enrolment package to assist you in completing your enrolment form.

URGENT ACTION REQUIRED
Enrolment packages will be sent to your semester address. You must ensure that your address details are up to date with the Administrative Services Branch by the end of August, so that you receive your enrolment information in a timely fashion. You can change your personal details with the Student Centre on line by accessing SOLAR, or by completing a 'Change of Personal Details' form. A replacement re-enrolment package will attract a $20 fee.

WHAT WILL YOU RECEIVE
All students involved in the early enrolment program will have an Enrolment Package posted to them. Your package will contain Faculty/School specific enrolment instructions (including enrolment dates), an enrolment form, an academic transcript (which must remain attached to the enrolment form), an Enrolment Guide and Peoplesoft flyer. Faculty/School specific enrolment dates can be accessed via the web: http://www.adelaide.edu.au/studentadmin/studentcentre/enrolment.htm. If you expect to receive a re-enrolment package by the time indicated on the web but you don't, please direct your queries to your Faculty/School or the Student Centre.

STUDENT DIARY
To collect a ‘2001’ Student Diary you must present your student University Card to the Student Association Office, Ground Floor, George Murray Building or Union Administration Office, 1st floor, Lady Symon Bldg after re-enrolling. Diaries will be available from November.

LATE FEE
If you are awaiting the result of an application to another program, or for academic or compassionate reasons you are not able to enrol at the time specified by your Faculty/School and you are not able to arrange a proxy, you must submit a written application, prior to your allocated enrolment date so that you may enrol during the January enrolment without penalty. Applications can be obtained and lodged at the Student Centre.

This application should reach the Student Centre before the end of the early enrolment period of your Faculty/School. If you do not enrol at the times specified by your Faculty/School and you have not arranged to enrol late you will be subject to a $75 late enrolment fee.

OUTSTANDING OBLIGATIONS
Although this is an early enrolment process, if you have outstanding financial obligations you will be required to clear any debt to the University by the end of 2000. Failure to do so will result in your ‘2001’ enrolment being cancelled. A re-instatement fee of $50 will apply.

If you require further information you may visit your Faculty/School Office or the Student Centre, Level 4, Kenneth Wills Building, Ph.: 8303 5208, e-mail address SIO@adelaide.edu.au prior to your Enrolment period.

Linda Cecere
Enrolments Officer

All information correct as at August 2000
The University is currently in the process of introducing a new management information system which includes significant changes to the Student Administration System.

This new system will enable the University to improve administrative services to students and immediate benefits for students include a simplified re-enrolment process for 2001. The vision for the future includes plans for students to enrol, change their personal details, check results, and monitor financial information on-line.

The system adopted by Adelaide University is developed by PeopleSoft and this is used by a large number of universities throughout Australia and the world.

HOW WILL THIS AFFECT STUDENTS?

- Some terminology within the University will change and examples are given below. Further details will be provided with the re-enrolment pack which will be posted to you later in the year:

<table>
<thead>
<tr>
<th>New</th>
<th>Old</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Program</td>
<td>Course</td>
<td>Bachelor of Engineering, Bachelor of Arts, Doctor of Philosophy, etc.</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>Specialisation</td>
<td>Chemical Engineering, Cultural Studies, etc.</td>
</tr>
<tr>
<td>Course</td>
<td>Subject</td>
<td>A syllabus item eg. Chemistry I, or Genetics II.</td>
</tr>
<tr>
<td>Unit</td>
<td>Point</td>
<td>A course is assigned a Unit value.</td>
</tr>
<tr>
<td>Class</td>
<td></td>
<td>Specific delivery - Lecture, Tutorial, Practical etc.</td>
</tr>
</tbody>
</table>

- Students’ first experience of the new system will be a revised format for the enrolment form. Guidance on completion of the form will be provided with the enrolment pack.

- There will be new Course and Class reference numbers which will be made available to you for re-enrolment.

- Our staff are working hard to ensure a smooth implementation but please bear with them if you experience any problems.

- Detailed information will be sent to you regarding re-enrolment, and advice and assistance on this will be provided by your Faculty/School.

- The arrangements for post graduate research students will remain unchanged for this year.

- For further information you may contact your Faculty/School or the Student Centre.