RE-ENROLMENT GUIDE
for
Coursework
Re-enrolling Students
for 2001

Contained in this package are:
• A Re-enrolment Guide
• Faculty/School specific enrolment instructions leaflet/handbook
• An enrolment form with an academic transcript attached
• A ‘HECS, Your questions Answered 2001’ booklet

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All information correct as at September, 2000
WHAT IS PEOPLESOF? 
A NEW STUDENT ADMIN SYSTEM FOR ADELAIDE UNIVERSITY

The University is currently in the process of introducing a new management information system, developed by PeopleSoft, which includes significant changes to the Student Administration System.

This new system will enable the University to improve administrative services to students. The vision for the future includes plans for students to enrol, change their personal details, check results, and monitor financial information on-line.

HOW WILL THIS AFFECT YOU?

♦ Some terminology within the University will change and examples are given below. Further details are provided in the Glossary which you will find on page 6 in this Guide.

♦

<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>

♦ STUDENT ID NUMBERS: As a result of moving to the PeopleSoft system, new Student ID numbers have been created and your new number is shown on the front of the re-enrolment form. As a re-enrolling student you will keep your current Student Card and this should continue to be used in the normal way. Your existing ID number has been noted in the PeopleSoft system and your record will be identified using either ID number. You should however keep a record of your new ID number for future reference.

♦ There will be new Class reference numbers but they will not be used for this enrolment.

♦ For further information you may contact your faculty/school or the Student Centre.
PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. If you have any further questions about the process for enrolment please contact the Student Centre on ph: (08) 8303 5208, Level 4, Wills Building, (e-mail: SIO@adelaide.edu.au) or your faculty/school office. Enrolment information may also be accessed via the web at: http://www.adelaide.edu.au/studentadmin/.

All continuing undergraduate and some postgraduate coursework students are required to enrol during this early enrolment period for 2001. If you expect to complete your program or if you do not intend to study in your current program(s) next year please ignore this package. You may be required to apply for leave of absence; please check with your faculty/school if this is applicable to you.

**HOW TO LODGE YOUR ENROLMENT FORM**

You will find enclosed a faculty/school specific enrolment instructions leaflet/handbook for the program in which you are currently enrolled. This provides you with instructions on how, when, and where to lodge your enrolment form. Each faculty/school in which you are enrolled will be enrolling at different times and the method of enrolment may vary. If you are continuing in more than one program, you will be sent an enrolment form and instruction leaflet/handbook for each program.

You will need to complete a separate enrolment form for each program that you are enrolling in, unless you are directed by your faculty/school specific instructions to enter enrolment details for two programs on one form.

**WHAT TO BRING TO AN ENROLMENT SESSION**

If your faculty/school requires you to enrol in person you will need to bring:

⇒ your enrolment form (with the Academic Transcript attached) - except for M.B.B.S and Dentistry students
⇒ your Tax File Number (only if you decide to change your HECS option or enrol in an additional program)
⇒ the faculty/school specific leaflet/handbook
⇒ this Re-enrolment Guide
⇒ a pen for completing the forms

**PROXY ENROLMENTS**

Where you are required to enrol in person and you are unable to do so, you can authorise someone, in writing, to enrol for you by providing a signed and dated statement similar to the one below.

‘I AUTHORISE _________ TO COMPLETE AND SIGN MY ENROLMENT FORM, THE DECLARATION AND MY HECS PAYMENT OPTION FORM (where applicable). I WISH TO ENROL IN THE FOLLOWING COURSES………….’

Without this authorisation no one will be allowed to enrol for you. Your proxy must lodge this authorisation with the enrolment form and present photo identification of themselves and the list of courses that you have chosen, to the relevant faculty/school enrolment officer.

All students must sign the declaration on the enrolment form. The person authorised to complete your enrolment form will need to sign this declaration on your behalf.

**DECLARATION**

Please note that the declaration for 2001 has changed. Your enrolment cannot be finalised until you or your authorised proxy signs the enrolment form as stated above under ‘Proxy Enrolments’.

**DEFERRED ENROLMENTS**

You are required to enrol in the period shown on the enclosed faculty/school leaflet/handbook. If you are unable to enrol in this period you are required to apply to defer your enrolment until the January enrolment period. To do this you must submit an application form to the Student Centre before the end of the early enrolment period for your program. Only applications made in this way will be accepted. If you have applied to defer your enrolment you should enrol in the January enrolment period when your faculty/school enrolls its commencing students. Information including relevant details will be sent to you in due course.

If you are a local undergraduate tuition fee paying student and are applying for a HECS place through SATAC please apply for deferred enrolment.

If you do not re-enrol in the period indicated by your faculty/school or make an application for deferred enrolment, you will incur a $75 late fee which must to be paid at the Student Centre before you can lodge your enrolment form.

**CHANGING PROGRAM OR ADDING A PROGRAM?**

Administrative Services Branch
All information correct as at September 2000
If you are awaiting a SATAC offer into a new program and do not wish to re-enrol early, you are required to follow the procedures for deferred enrolments as shown above.

**CROSS-INSTITUTIONAL ENROLMENTS**

If you wish to undertake cross-institutional studies as part of your 2001 program you should complete an Application for Cross-Institutional Study form and obtain the necessary faculty/school approval. Once the approval has been granted you are required to enrol at the host university to complete the enrolment. You should contact the host university about your enrolment arrangements.

**STUDENTS WITH DISABILITIES**

Students with disabilities requiring assistance during enrolment should contact the Disability Liaison Officer ph: (08) 8303 5962.

**STUDENT WELFARE AND FINANCIAL ADVICE**

Questions about Austudy, Abstudy, Youth Allowance, Student Services fee and student loans should be referred to the Education and Welfare Officers ph. (08) 8303 35430 or (08) 8303 5915 at the Lady Symon Building of the Union.

**ENROLMENT CONFIRMATION NOTICE**

You will receive an Enrolment Confirmation Notice by the end of 2000, listing the courses you have selected for 2001 and confirming receipt of your enrolment. If you do not receive a notice by mid January you should contact the Student Centre.

**RESULTS AND AMENDMENTS TO ENROLMENTS**

Your enrolment may require enrolment clearance pending successful completion of pre-requisite courses in 2000. Should you fail any courses in 2000 or not meet the minimum requirements outlined for your program, you may need to amend your enrolment for 2001. If you are unsure about your academic program please check with your faculty/school office to confirm the status of your enrolment. A moratorium on amendments to enrolments will be in place from the re-enrolment period until 29 January 2001. If it is necessary for you to amend your enrolment you may do so from 29 January 2001. Failure to do so may result in your enrolment being cancelled by your faculty/school. If your faculty/school permits on-line amendments then you are encouraged to utilise the on-line system to amend your enrolment.

Amendment to Enrolment forms will be accepted before 29 January 2001 only for complete program withdrawals or changes to summer semester enrolments. Amendment to Enrolment forms are available from the Student Centre or your faculty/school office.

Exam results will be available by phone: 1902 281 011(in Australia) or 61 8 8224 2250/ 61 8 8303 2150 (overseas) from Monday 20 November, 2000 to Friday 12 January, 2001.

**FEES AND CHARGES**

Your Student Services fee is calculated based on your enrolment load. This fee must be paid by the due date stipulated on your fee/tax invoice. Failure to do so will result in a late penalty being applied.

The Higher Education Contribution Scheme (HECS) :

Your HECS payment option will remain the same as it was for semester 2 2000 unless you notify the University of a change. If there is a change you may need to complete a new HECS Payment Option form which can be obtained from the Student Centre or your faculty/school office. Please refer to your ‘HECS Your Questions Answered 2001’ booklet for further details regarding changes to HECS. Payment of HECS fees, either completely or partially up-front, must be paid by the date stated on your invoice.

If your citizenship status has changed you must provide evidence of the change to the Student Centre.

**TUITION FEE PAYING STUDENTS**

**International students:** Please direct any fee enquiries to the Student Centre (ph: (08) 8303 5208, level 4, Wills Building) and any enrolment queries to the International Student Centre (ph: (08) 8303 4828, level 5, Old Classics Building).

**Non-award studies:** Tuition fees for non-award courses (i.e. those which do not count towards a university degree) and Student Services fee must be paid by the due date stated on the fee/tax invoice.

**Local undergraduate tuition fee paying students:** If you are applying for a HECS place through SATAC please apply for deferred enrolment. The tuition fee includes the Student Services fee. You must pay your tuition fee by the due date stated on the fee/tax invoice.

**Local postgraduate tuition fee paying students:** Tuition and Student Services fees must be paid by the due date stated on the fee/tax invoice.

**Instalment payments:** The University will now accept instalment payments for tuition fees only. Please refer to the fee/tax invoice for details.
All fees can be paid conveniently through BPAY, arrangements set up easily with your local bank, or directly at BankSA. Alternatively, the Student Centre is able to receipt cheques and credit card payments. PLEASE REFER TO YOUR INVOICE FOR MORE DETAILS AT TIME OF PAYMENT.

CALENDAR
Adelaide University Handbook of Academic Programs Part I: Undergraduate Programs: Can be purchased from Unibooks, level 2 Union House, North Terrace Campus, or from the Enquiries Offices at the Roseworthy, Thebarton and Waite Campuses from mid-November, 2000.
Adelaide University Handbook of Academic Programs Part II: Postgraduate Programs: Can be purchased from Unibooks, level 2 Union House, North Terrace Campus, or from the Enquiries Offices at the Roseworthy, Thebarton and Waite Campuses from mid-November, 2000.
Adelaide University Student Guide: will be available from the Student Centre from mid-December, 2000.

UNIVERSITY CARD
As continuing students you will not receive a new card for 2001. Your existing student card must be retained and updated with a sticker for 2001. Whether you are full-time or part-time you must attend the Card Centre to receive a sticker update. Details regarding the dates for collection of the sticker will be sent together with your Enrolment Confirmation Notice.

The Card Centre is located on the Hughes Plaza next door to the Security Office (ph: (08) 8303 3363).

STUDENT DIARY
To collect a 2001 Student Diary you must present your ‘Enrolment Confirmation Notice’ to the Student Association Office, (Ground Floor, George Murray Building or Union Administration Office, Level 1, Lady Symon Bldg) after re-enrolling. Diaries will be available from November, 2000.

DO YOU HAVE OUTSTANDING FINANCIAL OBLIGATIONS TO THE UNIVERSITY?
If Yes, you must clear your obligation by the end of 2000. If you are unsure about your status or if you have any questions, please visit the Student Centre for details and instructions on where and how to clear your obligation. Failure to do so will result in your enrolment being cancelled. To re-instate your cancelled enrolment a re-instatement fee of $50 will apply. Action to re-instate your enrolments will need to take place before the census date of 31 March 2001.

PRELIMINARY CLASSES
A series of preliminary classes will be run for most courses during Orientation Week. Further Information will be available after 29th January via the web at: http://www.adelaide.edu.au/studentadmin or from the Student Centre from 29 January or your faculty/school office.

HOW TO COMPLETE YOUR ENROLMENT FORM
Please note that as a result of the move to a new student administration system the enrolment form has changed significantly.

Please read these instructions carefully.

Front of the enrolment form
1. Ensure that all details printed in the shaded areas are correct. Corrections can be made in the non-shaded areas. Details without a non-shaded area (eg; name changes) can be corrected at the Student Centre via a ‘Change of Personal Details’ proforma.

2. Sign the Declaration.

Back of the enrolment form
3. Complete your program details as follows; (see example at top of page 5)
   • Where it asks for Student ID print your current student number (pre-printed at the front of this form-1st box). The second number will be your new Peoplesoft Id and you should make a note of this number for future reference.
   • Tick the appropriate career eg; Bachelor program = Undergraduate, Grad. Dip or Grad. Cert. = Postgraduate coursework, etc
   • Indicate your Program of study eg; B. Arts, B. Engineering, B.Science, etc. (Refer to the front of the form at the bottom)
   • Indicate your Plan of specialised study if applicable eg; B. Arts (Cult.St.), B. E. (Chem.Eng.). (Refer to the front of the form at the bottom)
   • Indicate the term and year when you expect to complete your Program(s) eg; sem 1 2001
   • Indicate the terms and modes for each Course enrolment
• Print accurately the Course code in the ‘Catalogue No.’ column
• Print accurately the Course description in the ‘Course Description’ column
• The remaining columns of your re-enrolment form must not be completed at this stage, eg; component and class details

Example:

STUDENT ID: _______________________

<table>
<thead>
<tr>
<th>Career: Undergraduate ☐ Postgraduate Coursework ☐ Postgraduate Research ☐ Non Award ☐</th>
<th>Program: B. Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ALL STUDENTS Indicate when you expect to complete your plan, please indicate term and year Term: Sem 1_______ Year: 2001__</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalogue No.</th>
<th>Course Description</th>
<th>Mode</th>
<th>Units</th>
<th>Comp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006</td>
<td>Beginners Bridge Building</td>
<td>I</td>
<td>3</td>
<td>L</td>
</tr>
<tr>
<td>F</td>
<td>Psychology 1</td>
<td>I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STUDENT ID: _______________________

To facilitate data entry PRINT all Courses in Term order eg: for each Program print all semester 1 courses together, all semester 2 courses together, all trimester 1 courses together, etc

• A Course Adviser (if applicable) and a faculty/school officer may assist you to complete the course details on the back of the form.

Enrolment Clearance

Enrolments that cannot be finalised for academic or administrative reasons have to be processed provisionally. You are advised to take appropriate action to clear your provisional enrolment as stated by the Faculty Registrar, School Registrar, School Executive Officer or the Administrative Services Branch.

Enrolment clearance - (Academic) may be required if your enrolment is dependent on the fulfilment of specified academic requirements eg; pre-requisite checking, status, supplementary results, etc. Faculty/school officers authorising your enrolment will flag this on your enrolment form as appropriate. All enrolments accepted provisionally must receive Enrolment Clearance issued by the faculty/school.

Enrolment clearance - (Administrative) may be required if the Enrolments Office requires additional information from you or if your enrolment is incomplete.

4. Sign and date the enrolment form
5. Your Course Adviser (if applicable) should then sign the enrolment form.
6. Lodge your enrolment form with your faculty/school for authorisation.

NOTE: In the very near future you will be asked to enrol in the manner shown below. In most cases you will be required to indicate one component and class number per course. In other cases you will need to specify each component and class number if there is a choice of classes. Most courses will not include class preference options.

STUDENT ID: _______________________

To facilitate data entry PRINT all Courses in Term order eg: for each Program print all semester 1 courses together, all semester 2 courses together, all trimester 1 courses together, etc

<table>
<thead>
<tr>
<th>Career: Undergraduate ☐ Postgraduate Coursework ☐ Postgraduate Research ☐ Non Award ☐</th>
<th>Program: B. Construction &amp; Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ALL STUDENTS Indicate when you expect to complete your plan, please indicate term and year Term: Sem 1_______ Year: 2001__</td>
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<th>Catalogue No.</th>
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</tr>
<tr>
<td>F</td>
<td>Psychology 1</td>
<td>I</td>
<td></td>
<td></td>
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</tbody>
</table>
GLOSSARY

Adelaide University has adopted new terminology for its enrolment processes to support the new Student Administration System.

The following is a guide to assist you to complete your enrolment form. It is arranged in the order the terminology appears on the enrolment form.

Career - The grouping of academic work undertaken by a student. Careers offered are Undergraduate, Postgraduate Coursework, Postgraduate Research or Non Award.

Academic Program - The primary award in which you are registered for study. (Formerly ‘Course’) Eg: Bachelor of Engineering, Bachelor of Arts, Doctor of Philosophy etc.

Academic Plan - The area of specialisation within an Academic Program which defines the degree you receive on graduation. Eg: B.E.(Chemical Engineering), B.A.(Cultural Studies), etc.

Term - A period of time within an Academic Year in which Classes are presented. Eg: Sem1 = Semester 1, S = Summer, T1 = Trimester 1, etc.

Subject Area - A specific area of teaching offered by the University which is identified by a 4 digit code. (Formerly ‘Discipline’) Eg: English, Physics.

Catalogue Number - A 4 digit code identifying the subject area, level and campus.

Course Description - A syllabus item (formerly ‘subject’) offered by the University.

Mode (of attendance) - Specifies your mode of attendance. Eg; I = Internal, E = External, M = Multimodal.

Units - Courses are assigned a unit value. (Formerly ‘points’)

Component - The different teaching activities used for a course. Eg: L = Lecture, T = Tutorial, P = Practical, S = Seminar, etc.

Class - The specific gatherings of students to undertake particular components. Details may include day, time, place and instructor. Students will enrol in specific classes. Class numbers are system generated to uniquely identify the class.

Note: It is very important that where alternative classes are offered an additional class preference is shown so that in the event that your first choice is not available an alternative can be processed without contacting you.

Offering - Assigned to a course and signifies where a course is offered eg; a different campus or within a different career.

Academic Group - The department/faculty/school that administers the Programs and Courses.

Academic Organisation - The faculty/school that teaches the Programs and Courses.