IMPORTANT HINTS FOR SEMESTER 1, 2012

Listed items below are some procedures to follow as of Monday 27 February for Semester 1, 2012.

1) Admission to a program

After the semester has commenced, any students admitted to a program should have the effective date changed to a date on or before the first day of semester, 27/02/2012.

If admitting the students via Admissions (Application Maintenance), change the effective date for the MATR row to 27/02/2012 or an earlier date. (In order to do this any earlier rows eg APPL and ADMT also must have the effective date changed to 27/02/2012 or an earlier date.) If multiple rows have the effective date changed, the effective sequence must be changed too. If the applicant has already been matriculated with an incorrect effective date, please contact the Student Functional Group.

If admitting students via the Student Program/Plan pages, the effective date must be changed to 27/02/2012 or an earlier date. In addition, if multiple rows of data are being inserted on Student Program/Plan, the effective sequence field must be overridden.

All career numbers must have an ADMIT ROW.

2) Admit Term

A student must have the same admit term on ALL rows of any one particular student career number on the Student Program/Plan pages.

If processing students who were program and term activated for a previous term, but did not have any effective enrolments in their admit term, their admit term must be rolled-forward to the current term. This is done in Correction Mode and must be done for all rows of the Student Program/Plan pages.

If processing students who have been discontinued after no effective enrolment, but have Executive Dean approval for their program to be reactivated, their admit term must be rolled forward to the current term for all rows of the Student Program/Plan pages.

If processing students who have been discontinued after no effective enrolment and have no approval for their program to be reactivated, a new student career number must be added and their admit term must be set to the current term.

3) Suspending/Discontinuing an enrolled student who no longer wishes to study

Drop the courses for the student. Wait one day so a tuition calculation can be processed by an overnight automatic run. The following day, suspend/discontinue the student using the effective date of 27/02/2012.

If rows exist after 27/02/2012, contact the Student Functional Group before entering the suspend/discontinue row.

4) Program changes

Remember to use the add function and increment the career number by one. All career numbers must have an ADMIT ROW. The effective date of the admit and activate rows must be changed to 27/02/2012 or an earlier date.

If the student is already enrolled in courses, these courses must be attached to the new program code via the Enrolment Page.

The cumulative statistics for the student must be reset via the Cumulative Statistics Page within the Term History Component. The only exception to completing this step is when changing from a single program to another single program within a recognised suite of Post Graduate Course Work programs.

If the student has transfer credit approved for specified courses, this credit must be transferred via the Course Credits – Manual Pages.

The primary academic program in the Term Activation Page must be changed to the career number of the new program. Suspend or discontinue the original program. (See Point 2 above regarding the date to use.)

5) Course Catalogue changes

Any changes to the Course Catalogue to take effect for this semester must have an effective date of on or before 27/02/2012. If the course already has enrolled students, please contact the Student Functional Group for information on other action that may be required.

6) Cancelling a class

Before cancelling a class, obtain and save a class list from mySI-net for future reference. It is good to e-mail any enrolled students advising the class has been cancelled and providing the reason why.

Classes SHOULD NOT be cancelled by deleting entries from the schedule of classes. The correct procedure is to set the class status on the 'Enrolment control' page to 'cancelled'.

If you have any questions relating to these matters, please do not hesitate to contact the Student Functional Group on ext 58844 or by email at SI-netHelp@uq.edu.au.