



Document ID:	ENR3.3 Enrolment Policy
Responsibility:	Manager, Admission
Version:	2
Issue date:	26/10/2006

POLICY TITLE: ENROLMENT

AMENDMENT HISTORY:

Issue Date:	Summary of Changes
29/06/2006	First draft
26/10/2006	Update version with workflow changes per week on review by Manager, Admissions. Change in title from ENR 3.3.1. and reverted to Policy level "3.3"

PURPOSE

This document identifies ACN Enrolment Policy and Procedure.

SCOPE:

This policy applies to all staff employed or contracted by ACN and to students enrolled at ACN.

POLICY

Overview

Every new student who is offered a place to study at ACN must be enrolled in his or her course. Enrolment commences a week prior to the commencement of the new semester. Late applicants are also required to attend an enrolment session.

Enrolment ceases on Friday Week 2 of the semester. Re-enrolment after 5.00 pm on Friday Week 2 is not permitted unless approved by the lecturer and/or Academic Director.

Re-enrolment after 5.00 pm on Friday Week 2 is not permitted unless approved by the lecturer and/or Academic Director. Every student must be given course advice about their studies from an Academic Adviser prior to enrolment in order to determine and/or confirm an appropriate list of subjects to be studied. Information relating to the enrolment of the student is then data entered into MAZE.

The Admission Manager is responsible for the management of enrolments (both domestic and international) but will require assistance with both data entry and course advice from staff in the Academic Unit and Academic Skills Unit. All staff at ACN will be expected to assist with enrolment, regardless of their areas of expertise, albeit training will always be provided by the Academic Unit first.

Part-Time Enrolment

Domestic students are permitted to enrol part-time for their studies. ACN does not specify a minimum number of subjects to be completed per semester or per year. However, students must be made aware of maximum completion times for their course (where these have been specified) and appropriate course advice should be given to ensure that students can plan to complete their studies within this time frame.

In addition, students should be advised that subject offerings do not remain static and part-time students may find that subjects are not offered in the same order and/or may not be available at all times for the duration of their studies.

Enrolment and ESOS Monitoring

Academic Advisers who enrol International Students must be aware of the ESOS Regulations. For enrolment purposes this means:



Document ID:	ENR3.3 Enrolment Policy
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Version:	2
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- International students must be enrolled in a full-time load. A full-time load for a single degree is 60 credit points per semester.
- International students must be able to complete their course within the duration of their visa. Each new student will have been provided with a completed course grid with his or her letter of offer. Academic Advisers should ensure that the student's enrolment follows this plan.
- Academic Advisers must check all international enrolments to ensure that students have both full-time load before data entry is undertaken.

PROCEDURES

	TIME in Semester	Process	Action on MAZE	Who
STEP 1	Week 14	Contact all agents/students and request outstanding information for each student Contact students notifying them of their enrolment time (determined by load, PR status and surname)	Update Maze as information is provided.	Manager, Admissions Manager, Admissions
STEP 2	Week 15	Hold new student enrolment staff meeting to update all staff on process and numbers of students expected Front desk to purchase raffle tickets and implement queuing system by department. Prepare FORM ENR 3.3.1 F3 – ACN Enrolment Checklist for new intake Prepare enrolment packs Prepare appropriate signage re waiting area		Manager, Admissions Manager, Admissions Manager, Admissions Manager, Admissions
STEP 3	Week 16 and 17 (enrolment period)	Enrolment period for new students commences Students register at Front desk. Front desk will have all FORM ENR 3.3.1 F3 – ACN Enrolment Checklist. Students with completed checklists are		Manager Admissions

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		<p>directed to the academic unit as per the queuing system. Students with incomplete checklists are directed to Admissions as per the queuing system. Admissions then returns student to front desk to collect Academic queuing ticket.</p> <p>Students who are waiting are to be seated in the student break out space, not at reception.</p>		
STEP 5	Week 16 and 17 (enrolment period)	<p>Student meets with Academic Adviser.</p> <p>Adviser confirms that student has paid for their subjects based on the enrolment checklist (FORM ENR3.3.1 F3 – ACN Enrolment Checklist).</p> <p>If not, student is not permitted to enrol and must be referred to the Manager, Admissions for immediate payment.</p>	<p>None</p> <p>None</p>	<p>Student/Academic Adviser</p> <p>Academic Adviser</p>
STEP 6	Week 16 and 17 (enrolment period)	<p>Academic Adviser to explain to students the policies in the enrolment pack. Once done, Academic Adviser is to get student to sign a declaration form (FORM STS 4.1.1. Student Declaration Form).</p> <p>The signed copy of the declaration form is to be filed in the student's file.</p> <p>Explain to student about their right to privacy. The decision by the student is reflected on choices made on FORM ENR3.3.1 F5 - ACN Data</p>	<p>None.</p> <p>None</p> <p>Selection by students recorded on MAZE on DF11010 in the appropriate field in</p>	<p>Academic Adviser</p> <p>Academic Adviser</p> <p>Academic Adviser</p>

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		<p>Collection, Use & Disclosure Consent Form.</p> <p>The signed copy of the consent form is to be filed in the student's file.</p> <p>Proceed to Step 7 when enrolling degree students and step 8 when enrolling diploma students.</p>	the Privacy/Flags tab.	Academic Adviser
STEP 7	Week 16 and 17 (enrolment period)	<p>Check checklist for exemptions granted..</p> <p>Student completes the "Personal Detail", "Home Address", "Course Enrolment", "Course" and "Major" sections on page one of the re-enrolment form. (FORM ENR3.3.1 F1 - LTU Enrolment Degree)</p> <p>Refer to course planner (REFERENCE ENR3.3.1 R1 – Course Planner) when enrolling student.</p> <p>Student makes subject selection based on the advice of the Adviser and fills in the "Semester 1, 2 and/or 3" tables on page 2 of the form.</p> <p>Student signs the "Declaration" section on page two of the form.</p> <p>Academic Adviser checks the accuracy of the details filled in by the students on the form.</p> <p>If form is accurately filled in,</p> <ul style="list-style-type: none"> check if information from the enrolment form is on 	<p>Input data onto DF11220 if necessary</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>Input data onto MAZE via</p>	<p>Academic Adviser</p> <p>Student</p> <p>Academic Adviser</p> <p>Student</p> <p>Student</p> <p>Academic Adviser</p>

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Responsibility:	Manager, Admission
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Issue date:	26/10/2006

		<p>MAZE. If not, input the data onto MAZE.</p> <ul style="list-style-type: none"> approve the enrolment. An initial is placed in the "Approved by ACN" column of the "Semester 1", "Semester 2" or "Semester 3" tables on page two of the form and on the "ACN – Office Use Only" section. <p>If form is inaccurately filled in, the Academic Adviser will instruct the student to rectify the inaccuracy before approval is given.</p> <p>Student to also complete the Enrolment Statistic form (FORM ENR3.3.1 F6 - LTU Enrolment Statistic)</p> <p>Advise student to check enrolment on Student-On-Line.</p> <p>A copy of the enrolment and statistic form is made and filed in the student's record and the original, with a copy of the student's ID are sent to LTU.</p> <p>Proceed to step 9</p>	<p>DF11010 if necessary Input all subject selections via DF1120</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>Academic Adviser</p> <p>Academic Adviser</p> <p>Student</p> <p>Academic Adviser</p> <p>Academic Adviser</p>
STEP 8	Week 16 and 17 (enrolment period)	<p>Check checklist for exemptions granted..</p> <p>Student completes section A, B, D, E, F and G of the re-enrolment form. (FORM ENR3.3.1 F2 - LTU Enrolment Diploma)</p> <p>Student makes subject selection based on the advice of the Adviser and completes section C of the form.</p>	<p>Input data onto DF11220 if necessary</p> <p>None</p> <p>None</p>	<p>Academic Adviser</p> <p>Student</p> <p>Academic Adviser</p>

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		<p>Student signs the form in section H of the form.</p> <p>Academic Adviser checks the accuracy of the details filled in by the students on the form.</p> <p>If form is accurately filled in,</p> <ul style="list-style-type: none"> check if information from the enrolment form is on MAZE. If not, input the data onto MAZE. approve the enrolment. An initial is placed in the "Approved by ACN" column of the table in section C and on the "ACN – Office Use Only" section. <p>If form is inaccurately filled in, the Academic Adviser will instruct the student to rectify the inaccuracy before approval is given.</p> <p>The original enrolment form is filed in the student's record. LTU does not need a copy.</p> <p>The original signed and completed application form to be forwarded to LTU diploma</p> <p>Proceed to step 9</p>	<p>None</p> <p>Input data onto MAZE via DF11010 if necessary Input all subject selections via DF1120</p> <p>None</p> <p>None</p> <p>None</p>	<p>Student</p> <p>Academic Adviser</p> <p>Academic Adviser</p> <p>Academic Adviser</p> <p>Academic Adviser</p> <p>Manager, Admissions</p> <p>Academic Adviser</p>
STEP 9	Week 16 and 17 (enrolment period)	<p>Tick the checklist (FORM ENR 3.3.1 F3 – ACN Enrolment Checklist) in the appropriate box.</p> <p>The checklist is to filed in the student's record.</p>	None	Academic Adviser

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FORM ENR 3.3.1 F1 – LTU Enrolment Degree	Enrolment form Degree
FORM ENR 3.3.1 F2 – LTU Enrolment Diploma	Enrolment form Diploma
FORM ENR 3.3.1 F3 – ACN Enrolment Checklist	Enrolment checklist
FORM ENR 3.3.1 F4 – ACN Student Declaration	Student Declaration Form
FORM ENR 3.3.1 F5 – ACN Data Collection, Use & Disclosure Consent	Data Collection, Use & Disclosure Consent Form
FORM ENR 3.3.1 F6 – LTU Enrolment Statistic	Enrolment Statistic Form
REFERENCE 3.3.1 R1 – LTU Course Planner	Course planners